

ASSOCIATION DES PROFESSEUR.S DE L'UNIVERSITÉ D'OTTAWA  
ASSOCIATION OF PROFESSORS OF THE UNIVERSITY OF OTTAWA



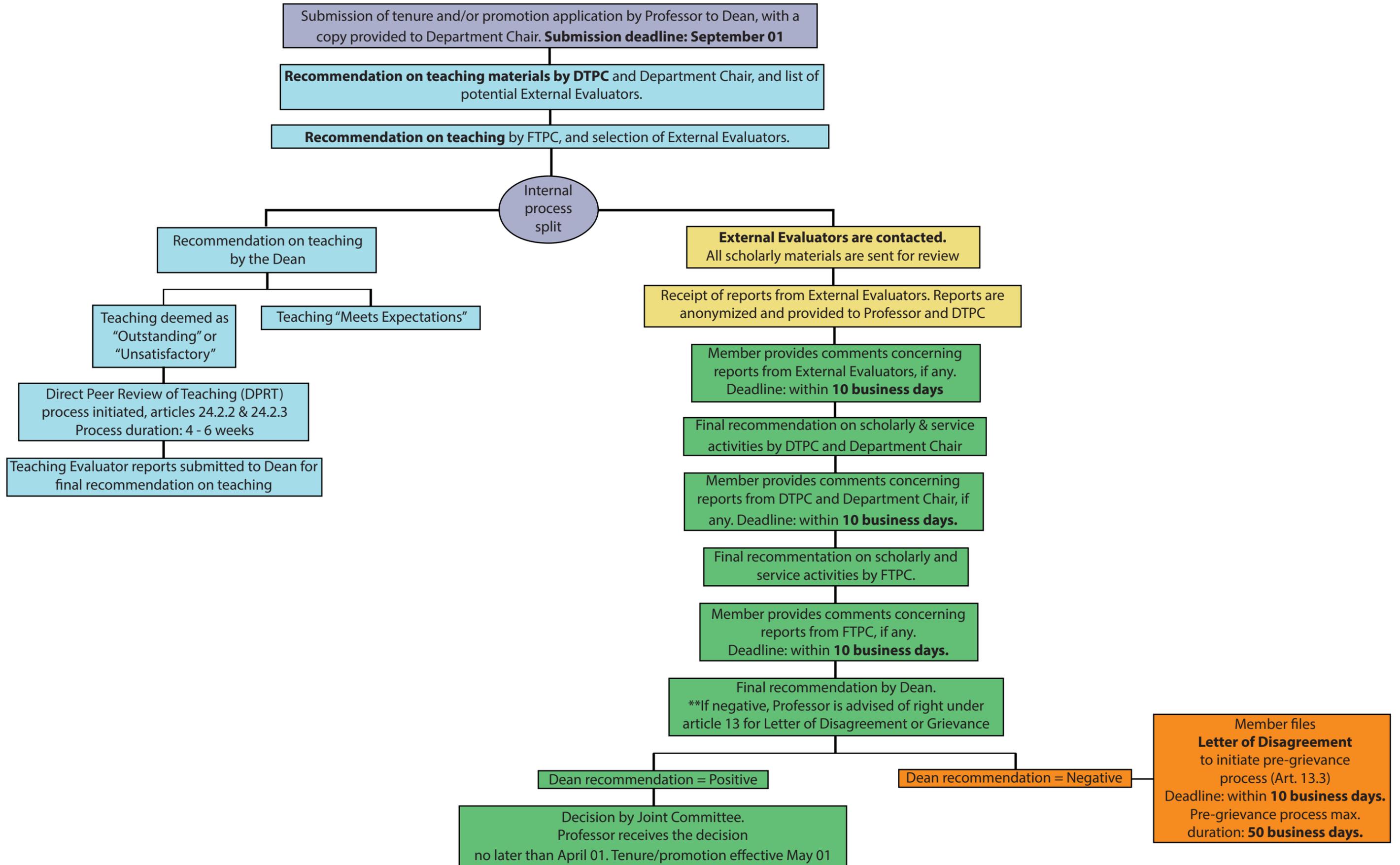
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# What to Expect When Applying for Promotion and/or Tenure

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# Tenure and Promotion Process



## When to Apply for Promotion and/or Tenure?

For a Faculty Member ('Member'), tenure means permanency of appointment until voluntary resignation, retirement, or termination. The specific dates when a Member becomes eligible to apply for promotion and/or tenure are outlined in your letter of appointment and depend on your Regular University-Level Experience (RULE). As per the Collective Agreement, a Member must apply no later than their sixth year of continuous employment.

Members can apply for promotion and/or tenure as early as July 1, and no later than September 1, of any given year. The decision of the Joint Committee of the Senate and of the Board of Governors (commonly referred to as the Joint Committee) concerning a Member's application should be shared with the Member no later than April 1, with the promotion and/or tenure taking effect where successful on May 1 following the application date. As a best practice, we recommend that Members apply for promotion and/or tenure no later than their fifth year of regular employment at the University of Ottawa if they are ready and meet all the requirements.

Members must have accumulated, at the end of the calendar year in which their promotion and/or tenure takes effect, a minimum of four years of RULE, of which the last two academic years must be at the University of Ottawa as a regular Faculty Member, Visiting Professor, or research fellow. If the University has recognized one or more years of RULE for a Member, they may be eligible to apply as early as their second year of regular employment at the University of Ottawa.

A regular Faculty Member at the rank of Assistant Professor can apply for promotion to Associate Professor, which, if granted, automatically carries with it the granting of tenure. An Assistant Professor cannot apply only for tenure. However, a regular Member at the rank of either Associate or Full Professor may apply for tenure independently, and is, in that case, expected to meet the application criteria established for the rank of Associate.

A Member may apply for tenure and have their file considered by the Joint Committee only twice. If a Member withdraws their application before it is considered by the Joint Committee, that application will not count as one of their two attempts. Members who have taken leaves of any kind and are trying to determine how this may impact their eligibility to apply for promotion and/or tenure should contact the APUO. The APUO can calculate when you are eligible based on your particular timeline.

## An Application for Promotion and/or Tenure

An application for promotion and/or tenure should include:

- An up-to-date curriculum vitae;
- A compilation of teaching materials that could include syllabi, samples of course content, and a Member's teaching philosophy;
- Any scholarly activities that the Member may wish to have considered, whether they be publications in their final form, preprints of material to be published, or preliminary or final drafts. Any works submitted by the Member must be in a form in which they can undergo peer evaluation;
- A list of at least three (3) persons outside the University who could be called upon to serve as Outside Evaluators of the Member's work;
- Information regarding participation in academic service activities;
- Proof of proficiency in French and English at the level stated in the Member's letter of initial regular appointment;
- Any other information or materials deemed useful.

For more information on what constitutes teaching, scholarly activities, and academic service, please see articles 20.2, 20.3, and 20.4 respectively of the Collective Agreement. (Appendix 1)

## The Process

As per article 25.4 of the Collective Agreement, Members can submit a Notification of Intent to Apply (NOI) with their annual report, due on June 1 of every academic year. The NOI will allow the process of selecting Outside Evaluators, as specified in Articles 23.3.2.4 and 23.3.2.5 of the Collective Agreement to begin (Appendix 2). If a Member chooses not to submit an NOI, nothing prevents them from applying for promotion and/or tenure between July 1 and September 1.

Once an application for promotion and/or tenure is submitted, the Member's academic unit Teaching Personnel Committee (DTPC or STPC, hereinafter referred to as DTPC) should meet during the first three (3) weeks of September to assess the Member's teaching materials. Teaching materials may include, but are not limited to: class notes, course outlines, course examinations, textbooks or other classroom aids, and any documents related to the Member's contribution to the development of programs or courses. Teaching materials must exclude the A-reports. For academic units with no Teaching Personnel Committee, the Chair shall make the assessment. If there are no departments in the Member's Faculty, the Faculty Teaching Personnel Committee (FTPC) will make the assessment.

Upon receipt of the DTPC's recommendation on teaching materials, the FTPC will then evaluate the Member's teaching performance and provide a recommendation to the Dean. The FTPC will also select the Outside Evaluators to be approached for the assessment of the Member's scholarly activities.

Teaching will be assessed as either "unsatisfactory," "meets expectations," or "outstanding." To receive promotion and/or tenure, a Member's teaching must "meet expectations" or be deemed "outstanding."

If the Dean, after preliminary consultation with the FTPC and after subsequent discussion with the Member, has reason to believe that the Member's teaching is unsatisfactory, the Dean must initiate a Direct Peer Review of Teaching (DPRT). Such a belief must be founded upon either a pattern of weak A-reports or other relevant preliminary indications of unsatisfactory teaching.

## The Process

Subject to consent by the Member, and in consultation with the FTPC, a DPRT may also be initiated if the Member and the Dean have reason to believe that the Member's teaching is outstanding. This becomes an opportunity for the Faculty to learn from the Member's pedagogical approaches.

The University of Ottawa and the APUO have an agreed-upon list of Teaching Evaluators (TEs). When a DPRT is initiated, one of the TEs shall be chosen by the Member, and two shall be selected by the FTPC. The Member may identify names of persons on the list who, in their opinion, may be prejudiced or otherwise not qualified to evaluate the Member's teaching.

If a DPRT is not initiated, the Dean must conclude that the teaching "meets expectations." This determination shall be communicated to both the DTPC and FTPC.



Photo by Scott Graham

## Outside Evaluators

(also commonly referred to as External Evaluators)

A Member must submit with their application for promotion and/or tenure a list of at least three individuals they consider qualified to evaluate their scholarly activities. Along with that list, the Member should submit a written declaration of any personal association or collaboration with the individuals listed. The Member may also provide a list of persons who, in their opinion, may be prejudiced or otherwise not qualified to evaluate their scholarly activities. They may also highlight areas of expertise that would be appropriate and not appropriate for the chosen Evaluators.

The DTPC, following assessment of a Member's teaching materials, must also submit a list of at least three potential individuals to serve as Outside Evaluators. For regular Faculty Members at the rank of Associate or Full Professor applying for tenure independently, an external evaluation would only occur if the Dean has concerns regarding the quality of the scholarly work after considering the recommendations of the FTPC and the DTPC.

Outside Evaluators are selected by the FTPC. The FTPC shall choose three Outside Evaluators in the case of an application for promotion to Associate Professor, or four in the case of an application to Full Professor. The FTPC shall select at least one person from the list of individuals submitted by the Member, and at least one person from the list provided by the DTPC. Usually, the majority of the Outside Evaluators shall be from a Canadian university or research institution, though it is understood that this might not be feasible in some specific areas of specialization.

The FTPC shall not, except for reasonable cause, choose an Outside Evaluator whom the Member has identified as potentially not qualified to evaluate their scholarly activities.

## Outside Evaluators

(also commonly referred to as External Evaluators)

Outside Evaluators will review the scholarly work of the Member and provide a report, which is then anonymized and shared with the Member. The Member must be allowed to respond to the report of the Outside Evaluators, should they wish to do so. The anonymized report of the Outside Evaluators, inclusive of any response provided by the Member, is then provided to the DTPC, who will make a recommendation concerning the Member's scholarly and service activities. Again, the Member must be provided an opportunity to respond to the recommendation of the DTPC, should they wish to do so. This process is followed by a further review of scholarly and service activities by the FTPC, to which the Member must again be provided an opportunity to respond should they wish to do so. Once these steps are completed, the Dean provides a final recommendation concerning the Member's application for promotion and/or tenure. If the Dean's recommendation is negative, the Member has the right under Article 13 to file a Letter of Disagreement within ten working days and to pursue the grievance process with the guidance of the APUO.

If the Member does not file a Letter of Disagreement following a negative recommendation by the Dean, and their file proceeds to the Joint Committee for a decision, the Member forgoes the opportunity to file a grievance should the decision of the Joint Committee be a negative one, the only exception being in cases where the Dean's recommendation fails to contain an explicit mention of the time limit for filing a Letter of Disagreement.



Photo by Sarah Shaffer

## Debunking Common Myths

- A Member's teaching should be evaluated over a minimum period of three (3) years. In the case of Members who are applying for promotion and/or tenure earlier because their RULE calculation permits them to do so, their teaching is evaluated over the period of time since their initial appointment.
- External funding may be indicative of a Member's potential for scholarly output, but it is not necessary to fulfill the requirements for promotion and/or tenure.
- There is no minimum number of publications or a requirement to have published in specific journals.
- Citation tools and metrics, such as H-index and Google Scholar, may help demonstrate the citation impact of a Member's publications, but they cannot be relied upon as the sole determinant.
- Supervision of graduate students can be a means for disseminating a Member's work, but there is no required number of students who must have completed their studies.
- Promotion to the rank of Associate Professor does not require a national presence or influence. Promotion to Full Professor rank does not require an international presence or influence. In the case of research, scholarly work must contribute to the advancement of knowledge in the Member's field of specialization. In the case of literary or artistic works, scholarly work must be within the literary or artistic community extending beyond that of the University of Ottawa.
- When a Member's work is multidisciplinary, Outside Evaluators do not need the expertise to evaluate all of the Member's scholarly activities. They need only be able to give a fair and competent evaluation of some of the Member's scholarly activities.

## Relevant Sections of the Collective Agreement

Common procedural breaches that the APUO regularly encounters with the promotion and/or tenure process:

### Article 5.2.1.3:

*Any letter or document concerning a Member shall not be considered by any peer committee or representative of the Employer unless and until the Member **has received a copy at least ten working days before** the time the said letter or document is to be considered.*

### Article 5.2.1.4:

*Whenever peer evaluations of a Member's scholarly activities are obtained pursuant to the provisions of this agreement, the Member shall be **given the opportunity to provide written comments** before the consideration of such evaluations.*

## Where to find more information

Article 20 of the Collective Agreement provides more information regarding academic activities. (See Appendix 1)

Article 23.3.2 of the Collective Agreement provides more information regarding Outside Evaluators. (See Appendix 2)

Article 24.2.2 of the Collective Agreement provides more information regarding the Direct Peer Review of Teaching process. (See Appendix 3)

Article 25 of the Collective Agreement provides more information regarding the promotion and tenure process, as well as the various assessment criteria. (See Appendix 4)

Should you apply for promotion and/or tenure and receive a negative recommendation and/or decision, you are strongly encouraged to contact the APUO and speak with a Grievance Officer.

**Article 20 – Academic Activities**

**\*20.2 Teaching**

Teaching includes the following activities:

- (a) giving courses, conducting seminars, guiding tutorials and laboratories, and supervising individual study projects;
- (b) preparing and correcting assignments, tests and examinations;
- (c) guiding the work of teaching assistants, markers and laboratory instructors;
- (d) supervising, guiding and evaluating students’ individual work, such as theses and papers;
- (e) granting individual consultations outside of class or laboratory time;
- (f) participating in the development of teaching methods, programs or course content;
- (g) preparing instructional material, laboratory exercises and course notes for the Member’s own students;
- (h) writing textbooks; and
- (i) serving as a thesis examiner at the University of Ottawa.

All other activities in which the Member engages for the purpose of preparing courses and seminars, including those undertaken to ensure that her teaching is in keeping with the current state of the subject taught, are considered teaching activities.

**20.3 Scholarly Activities**

**20.3.1 General provision**

20.3.1.1 Scholarly activities are those which contribute:

- (a) through research, to the advancement of knowledge in a discipline;
- (b) through artistic or literary creation, to the advancement of the arts and the letters;
- (c) through various professional activities, to the advancement of a profession;
- (d) through various professional activities.

To the advancement of the scholarship of teaching and learning. This can be done in the following ways, among others:

- Innovation in teaching and learning
- Creating and evaluating teaching and learning methods and materials
- Publishing articles in journals for the scholarship of teaching and learning
- Writing and reviewing textbooks and related teaching and learning material (animations, visualizations)
- Organizing and presenting at conference workshops

Incorporating tools and strategies from workshops into teaching and learning

- Creating websites and online seminars related to the scholarship of teaching and learning
- Supervising and mentoring students doing projects, research projects, and coop projects

20.3.1.2 Scholarly activities referred to in this agreement are those whose form makes peer evaluation possible and those which aim at being communicated in a form permitting peer evaluation.

20.3.1.3 It is understood that the existence of scientific, artistic or literary works, or professional activities is not -- in and of itself -- proof of competence or satisfactory performance in scholarly activities.

**20.3.2 Research**

20.3.2.1 Research includes the following activities:

- (a) conceiving, developing and carrying out research projects, individually or with others;
- (b) conceiving, developing and carrying out critical analyses of existing knowledge;
- (c) presenting the results of research or critical studies at, or actively participating in, scholarly meetings, colloquia, or research groups;
- (d) preparing reports, articles, chapters or books presenting results of the Member’s research or critical studies, including works published in collaboration with others;
- (e) guiding master’s and doctoral theses, provided such guidance contributes to the advancement of knowledge;
- (f) preparing innovative textbooks, and developing innovative teaching materials or methods, which may be used by others;

(g) work done under contract, provided it contributes to the advancement of knowledge, and the results are accessible in a form permitting peer evaluation;

(h) editing of a scholarly publication, where there is evidence that the Member's work extends beyond customary editorial duties and includes a significant contribution to the advancement of knowledge.

Any work related to the immediate and normal preparation of courses is not considered part of research activities, in the sense of this collective agreement.

### **20.3.3 Artistic or literary creation**

Artistic or literary creation includes the following activities:

(a) producing original works or forms of expression;

(b) conceiving, developing and carrying out for publication artistic projects or literary criticism.

### **20.3.4 Professional activities**

Professional activities include:

(a) making contributions to the practice of a profession beyond those normally required of a practitioner who is not a university Professor;

(b) making valuable contributions to the advancement of the profession itself.

### **20.4 Academic Service**

Academic service activities include specific activities such as the following:

(a) administrative activities such as chairing a department, or coordinating a program of studies;

(b) participating in the work of committees of a department, a faculty, or the university, or otherwise contributing to the effective operation of the University of Ottawa or one of its constituent parts;

(c) 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;

(d) contributing to the effective operation of AUCC, CAUT or OCUFA by serving on their governing bodies or participating in the work of their committees;

(e) counselling or advising students;

(f) serving as chair of a thesis committee at the University of Ottawa or thesis examiner or supervisor elsewhere;

(g) refereeing submissions to scholarly publications;

(h) editing scholarly publications;

(i) contributing to the effective operation of learned or professional societies by serving on their governing bodies or participating in the work of their committees;

(j) contributing to the effective operation of granting agencies or evaluation organizations, such as CIHR, SSHRC, NSERC or OUCQA, as examiner or committee member;

(k) contributing to community projects which are related to the role of the university.

### 23.3.2 Outside evaluators

- \*23.3.2.1 Except as otherwise provided for in this agreement, the provisions of this subsection apply whenever there is an evaluation of a Member's scholarly activities by an outside evaluator.
- \*23.3.2.2 The evaluator shall be a person who:
- (a) does not hold a regular appointment at the University of Ottawa;
  - (b) can be considered as one of the Member's peers;
  - (c) is, or has professional status equivalent to that of, an Associate or Full Professor in the case of an application for Associate Professor and that of Full Professor for an application for Full Professor;
  - (d) can be expected to give a fair and competent evaluation of some or all of the Member's scholarly activities.
- \*23.3.2.3 Where a Member's scholarly activities are to be evaluated by outside evaluators, this shall be done by three (3) evaluators, chosen in accordance with the steps outlined in 23.3.2.4 to 23.3.2.7 inclusive, except in the case of promotion to Full Professor where there shall be four (4) evaluators.
- \*23.3.2.4 The Member shall, through her Dean, submit to the FTPC a list of at least three (3) persons whom she considers qualified to act as evaluators of her scholarly activities. Along with that list, the Member shall submit a written declaration of any personal association or collaboration with the persons listed.
- \*23.3.2.5 The Member may, through the Dean, submit to the FTPC:
- (a) a list of persons who, in her opinion, may be prejudiced or otherwise not qualified to evaluate her scholarly activities;
  - (b) an indication of areas of expertise which would be appropriate for persons chosen to evaluate her scholarly activities;
  - (c) an indication of areas of expertise which would not be appropriate for persons chosen to evaluate her scholarly activities.
- \*23.3.2.6 The FTPC shall ask the TPC of the Member's department, or the chair where there is no DTPC, to suggest in confidence at least three (3) persons qualified to provide an assessment. The DTPC or chair may suggest some persons already suggested to the FTPC by the Member, but shall also suggest some other persons in addition to those suggested by the Member.

- \*23.3.2.7 The FTPC shall choose three (3) or four (4) outside evaluators, including at least one (1) person chosen from the list submitted by the Member and a second person chosen from the list submitted by the DTPC. Normally, the majority of the outside evaluators shall be from a Canadian university or research institution, it being understood that this might not be feasible in some specific areas of specialization.
- \*23.3.2.8 The DTPC and FTPC shall not, except for reasonable cause, list or choose an outside evaluator whom the Member has identified as potentially not qualified to evaluate her scholarly activities.
- \*23.3.2.9 Through the Dean, the FTPC shall consult the outside evaluators chosen according to 23.3.2.7. The letters soliciting outside evaluators' opinions shall put the question clearly. The letters shall indicate the appropriate method for replying and the date by which the evaluation is required. The letters shall be accompanied by:
- (a) relevant portions of this agreement;
  - (b) an up-to-date curriculum vitae, as provided by the Member;
  - (c) copies of the works which the Member has submitted for evaluation.

However, where the Dean and the Member agree that it is impractical or unnecessary to send to the outside evaluators certain works submitted by the Member, said works shall not be sent.

- \*23.3.2.10 The identity of outside evaluators is considered to be confidential and may be divulged only to the members of the FTPC who are called upon to make a recommendation concerning the Member, to the members of the Joint Committee called upon to make a decision, and as provided for in 12.4.1 iii).

## Appendix 3

### 24.2.2 Direct Peer Review of Teaching

- \*24.2.2.1 There shall be a list of not fewer than fifteen (15) Teaching Evaluators (TEs). The initial list and subsequent modifications shall be agreed upon by the Association and the Employer. Before participating in her first review, TEs shall undergo training on the role and duties of TEs. The training will be developed and delivered jointly by the Employer and the Association. TEs shall be required to undergo refresh training every four (4) years.
- \*24.2.2.2 When initiating a Direct Review of Teaching for a Member pursuant to 24.2.1.2, the Dean shall ask the Member to choose one name (not from the Member's own department) from the current list of TEs, and shall ask the FTPC to choose two further names from the same list. The Member may submit names of persons on the list who, in the Member's opinion, may be prejudiced or otherwise not qualified to evaluate the Member's teaching, and the FTPC shall not, except for reasonable cause, choose any such persons. The Dean shall contact the three TEs chosen in accordance with the above, asking them to conduct a Direct Peer Review of the Member's teaching.
- \*24.2.2.3 The individual written reports of the TEs shall be sent to the Dean. Having removed all distinguishing marks, the Dean shall forward copies to the Member, and to the office of the Vice-President Academic and Provost.
- \*24.2.2.4 (a) In cases of promotion, tenure or discipline for deficient performance of workload duties under 39.3.3, the Dean and FTPC, taking into account the report of the DTPC under 24.2.1.1, the TE reports, information considered by the DTPC, A-reports, and any information added by the Member, shall indicate whether the Member's teaching is deemed to be outstanding, to meet expectations, or to be unsatisfactory.
- (b) The determination under (a) shall be communicated to the DTPC for the purposes of the recommendations required in the matter under consideration (without further comment on teaching by the DTPC or chair) and shall subsequently be included by the FTPC and Dean in their recommendations to the Joint Committee.
- (c) In cases of contract renewal, (a) and (b) apply, mutatis mutandis, to the action of the FTPC and its recommendation to the Dean.
- (d) In cases where a formal warning is being considered, if the quality of teaching is an issue, the TE reports shall be included in the material considered by the FTPC in 39.3.2.2(b).

## Appendix 4

### Article 25 – Tenure and promotion for Faculty Members

- \*25.1.1 For a Faculty Member, tenure means permanency of appointment until voluntary resignation, retirement, or death, or until termination in accordance with 25.1.2.
- \*25.1.2 The appointment of a tenured Faculty Member may be terminated only on one or more of the following grounds:
- (a) the termination of the Member's position for purely financial reasons, in which case the conditions and arrangements provided for in article 19 shall apply;
- (b) the elimination or the reassignment of the Member's position as a result of a substantial reform in the program of studies to which that position is attached, in which case the conditions and arrangements provided for in article 19 shall apply;
- (c) dismissal for just and sufficient cause, pursuant to article 39.
- \*25.1.3 Replacement Professors, Visiting Professors, Professors seconded to a position at the University of Ottawa, and research fellows are not eligible for tenure.
- \*25.1.4 There shall be no restriction on the number or proportion of Faculty Members at the University of Ottawa, or in any subdivision thereof, who may be granted tenure.
- \*25.1.5 Tenure shall be granted to a regular Faculty Member at the rank of Assistant Professor automatically with the granting of promotion to Associate Professor pursuant to the conditions set out in 25.3.2.2. In the case of a regular Faculty Member at the rank of either Associate or Full Professor, tenure shall be granted if the Member meets the conditions set out in 25.3.2.2 for promotion to Associate.
- \*25.1.6 The provisions of 25.1.5, 25.1.7, 25.3, and 25.4 shall apply to Faculty Members with written offers of employment dated after April 11, 2002.
- \*25.1.7 **Tenure applications**
- \*25.1.7.1 (a) A regular Faculty Member at the rank of Assistant Professor applies for promotion to Associate Professor which, if granted, automatically carries with it the granting of tenure. Such Member cannot apply for tenure only. This shall apply, mutatis mutandis, to a research fellow who has been offered a regular appointment which would be in effect on the date when promotion/tenure would be granted.
- (b) A regular Faculty Member at the rank of either Associate or Full Professor may apply for tenure independently. In either case, the Member may apply only twice and subject to the provisions of 25.1.7.4, 25.1.7.5 and 25.1.7.6. However, external evaluations as per 25.3.2.2(c) for an Associate Professor and a Full Professor as per 25.3.3.2(c) iii would only occur if the Dean has concerns regarding the quality of the scholarly works after giving proper considerations to the recommendations of the FTPC and the DTPC.

- \*25.1.7.2 The Joint Committee shall make a decision regarding a Member's application no later than April 1 of the academic year at the end of which the Member will have completed six (6) years at a rank of Assistant Professor or higher on a regular appointment at the University of Ottawa.
- \*25.1.7.3 A Member must apply no later than the sixth year of continuous employment at a rank of Assistant Professor or higher at the University of Ottawa. However, where the Employer has recognized, pursuant to 23.4.1.1(b), one (1) or more years of regular university-level experience for the Member, the Member may apply sooner than the sixth year and as early as the fall of the second year at the University of Ottawa, and the Joint Committee shall make a decision no later than April 1 of the academic year in which the Member applies, provided that, at the end of the calendar year in which the decision takes effect, the Member will have four (4) or more years of recognized regular university-level experience, of which the last two (2) academic years are years of appointment at the University of Ottawa, as a regular Faculty Member, Visiting Professor, or research fellow.
- \*25.1.7.4 Decisions are made by the Joint Committee, according to the criteria and procedures set forth in this article. The Joint Committee shall decide:
- (a) to grant the application as of May 1 of the academic year in which the successful application was filed; or
  - (b) to refuse the application except in the case of a first application in the sixth year; or
  - (c) in the case of a first application in the sixth year, to defer the decision.
- \*25.1.7.5 Where a decision is to defer pursuant to 25.1.7.4(c), the Member may apply during the subsequent year. When this first application is during the last year of a contract the Member shall be offered a further one-year appointment for this purpose.
- \*25.1.7.6 Where a decision is to refuse the application, the following provisions shall apply.
- (a) For a first application prior to the sixth year, the Member may apply only one more time and
    - (i) where there is no recognized regular university-level experience at the time of the first application, the Member may reapply only in the fall of the sixth year,
    - (ii) in all other cases, the Member may reapply in the fall of any subsequent year up to and including the sixth year,
 it being understood that, if the application is made in the final year of a contract, the Member shall be offered a further two-year contract renewal provided the terms of 17.3.3 are met, failing which 25.1.7.6(b)(ii) will apply.
  - (b) For a second application:
    - (i) during the first year of a two (2) year contract, the Member's employment will terminate at the end of the second year of the contract.
    - (ii) during a last year of a Member's contract, the Member shall be given an additional but final one (1) year contract, it being understood that no further application may be made, and the Member's employment will terminate at the end of that additional one (1) year contract.

(c) Where a Member reapplies pursuant to 25.1.7.5 or 25.1.7.6(a), the Joint Committee may grant or refuse the application. In the case of a first application made in the fall of the sixth year, the decision may not be deferred more than once unless the Parties agree otherwise.

(d) A Member wishing to be reconsidered must submit a new application.

## **Section 25.2 Promotion - Promotion**

- \*25.2.1 Faculty Members at the University of Ottawa are appointed with, or promoted to, one of the following academic ranks:
- Lecturer
  - Assistant Professor
  - Associate Professor
  - Full Professor.
- \*25.2.2 There shall be no restriction on the number or proportion of Faculty Members in the four (4) academic ranks at the University of Ottawa or in any of its constituent parts.
- \*25.2.3 Promotions take effect on May 1 of the academic year in which the successful application for promotion was filed.

### **25.2.4**

- \*25.2.4.1 The terms of 25.3.2 and 25.3.3.2(b) and (e) shall apply to Faculty Members with written offers of employment dated after April 11, 2002.

## **Section 25.3 Critères – Criteria**

### **25.3.1 Assistant Professor**

Promotion to the rank of Assistant Professor shall be granted when a Member:

- (a) holds a doctorate -- or the equivalent thereof, recognized pursuant to the provisions of 23.4.2;

### **25.3.2 Associate Professor**

- 25.3.2.1 The Parties recognize the rank of Associate Professor as a senior rank, confirming that its holder has displayed all the qualities required in a university context in regard to teaching and scholarly activities. The granting of promotion to the rank of Associate Professor automatically carries with it the granting of tenure.

- \*25.3.2.2 Promotion to the rank of Associate Professor shall be granted when a Member meets the following conditions.

(a) The Member holds a doctorate -- or the equivalent thereof, recognized pursuant to the provisions of 23.4.2.

(b) The Member has evidenced teaching which, when evaluated in accordance with the provisions of article 24, is deemed to meet expectations. It is understood that, where the application is made in the second year of continuous appointment at the University of Ottawa, the teaching record must be such that, at the University of Ottawa it meets expectations and there is sufficient teaching, including full-time post-Ph.D. (or equivalent of Ph.D.) university-level teaching at other institutions, to demonstrate a pattern of teaching of at least three (3) years that meets expectations.

(c) The Member has produced scientific, literary, artistic, or professional works -- or a combination thereof -- which are, in accordance with the criteria set forth in 23.3.3.2, deemed of good quality. This assessment shall be made following an overall evaluation of the Member's scholarly works, carried out in accordance with the provisions of section 23.3, during which the opinion of three (3) outside evaluators will have been obtained, in accordance with 23.3.2.

(d) The Member has undertaken academic service activities which are, in accordance with 23.2.4.3(a), deemed of satisfactory quality.

(e) The Member will have accumulated, at the end of the calendar year in which her promotion takes effect, at least four (4) years of regular university-level experience, or the equivalent thereof, determined pursuant to 23.4.1(b), of which the last two (2) academic years must be at the University of Ottawa, as a regular Faculty Member, Visiting Professor, or research fellow.

(f) The Member must have met the requirements regarding the level of proficiency in French and English which were stated in the letter of initial regular appointment. The Member's proficiency in French and English shall be assessed in accordance with the provisions of article 11.

25.3.2.3 In the evaluation of a Member's performance in terms of the criteria set forth in 25.3.2.2(b) and (c) above, teaching of outstanding quality can compensate for performance in scientific, literary, artistic, or professional works which is deemed merely satisfactory.

### **25.3.3 Full Professor**

\*25.3.3.1 The Parties agree that promotion to the rank of Full Professor is a recognition of the high quality of the Member's contributions to teaching and scholarly activities in the university setting.

\*25.3.3.2 Promotion to the rank of Full Professor shall be granted when a Member meets the following conditions.

(a) The Member holds a doctorate -- or the equivalent thereof, recognized pursuant to the provisions of 23.4.2.

(b) The Member has evidenced teaching which, when evaluated in accordance with the provisions of article 24, is deemed to meet expectations. It is understood that, where the application is made in the second year of continuous appointment at the University of Ottawa, the teaching record must be such that, at the University of Ottawa it meets expectations and there is sufficient teaching, including full-time post-Ph.D. (or equivalent of Ph.D.) university-level teaching at other institutions, to demonstrate a pattern of teaching of at least three (3) years that meets expectations.

(c) The Member has produced a volume of scientific, literary, artistic, or professional works -- or a combination thereof -- which:

- (i) are, in accordance with the criteria set forth in 23.3.3.2, deemed of good quality;
- (ii) have contributed, since the Member's appointment or promotion to the rank of Associate Professor, regularly and significantly to the expansion of knowledge in the Member's area of specialization, to literary or artistic creation, or to the advancement of a profession;

(iii) have had a significant and valuable impact on the field as recognized both at the University of Ottawa and elsewhere, it being understood that this recognition must be confirmed by at least three (3) of the four (4) outside evaluators chosen by the FTPC to assess the Member's works.

This assessment shall be made following an overall evaluation of the Member's scholarly works, carried out in accordance with the provisions of section 23.3, during which the opinion of four (4) outside evaluators concerning (i), (ii), and (iii) above will have been obtained in accordance with 23.3.2.

(d) The Member has undertaken academic service activities which are, in accordance with 23.2.4.3(a), deemed of satisfactory quality.

(e) The Member will have accumulated, at the end of the calendar year in which the promotion takes effect, nine (9) years of regular university-level experience, or the equivalent thereof, determined pursuant to 23.4.1.1(b). An application for promotion should be made only when a Member has produced a volume of scientific, literary, artistic or professional works -- or a combination thereof -- likely to satisfy the criteria in 25.3.3.2. Consequently, the nine-year (9) regular university-level experience criterion is regarded as a minimum; it may or may not be the optimal moment for a Member to apply. No prejudice or penalty is attached to the decision of a Member to accumulate more than nine (9) years of university-level experience before applying for promotion to Full Professor.

\*25.3.3.3 Promotion to the rank of Full Professor shall be granted to a Member who, instead of complying with the conditions set forth in 25.3.3.2, meets the following requirements.

(a) The Member has, since promotion or appointment to the rank of Associate Professor, produced scientific, literary, artistic, or professional works which satisfy the criteria in paragraphs (i) and (ii) of 25.3.3.2(c).

(b) The Member has taught over a wide range of levels and her teaching, when assessed in accordance with article 24, is found to be outstanding.

(c) The Member's workload has included, in the period since promotion to Associate Professor, teaching activities or academic service activities -- or a combination thereof -- significantly in excess of the norm.

(d) The Member meets the other conditions for promotion to the rank of Full Professor listed in 25.3.3.2(a), (d) and (e).

\*25.3.4 The provisions of article 13 not with standing, a Member who has been refused promotion to the rank of Associate Professor or Full Professor for the first time, may waive the right to refer a grievance on this subject to arbitration, in which case the normal practice of not reusing external evaluators notwithstanding, the Member may elect on the subsequent application that the same entire group of external evaluators be used, and that they be asked only to update their opinions. In the event that one or more of the original evaluators is not available, the usual practice for selection will be followed for missing evaluators, it being understood that if any of the original evaluators remain, such evaluator(s) fulfill the requirement to choose an evaluator from the Member's list.

## **Section 25.4 Procédures – Procedures**

### **\*25.4.1 Notification of Intent to Apply (NOI)**

25.4.1.1 A Notification of Intent to Apply (NOI) should be submitted by the Member by the deadline date of June 1st.

25.4.1.2 The NOI should be submitted when applying for a tenure and promotion. The NOI shall include the information related to outside evaluators as specified in articles 23.3.2.4 and 23.3.2.5.

25.4.1.3 The information contained in the NOI allows to begin the process of selecting outside evaluators to ensure compliance with 25.4.6.

25.4.1.4 A Member may submit an application even if she did not submit a NOI.

**\*25.4.2** An application must be initiated by the Faculty Member and must be submitted to the Dean as early as July 1 but no later than September 1. The application must be accompanied by the following documentation:

(a) the Member's up-to-date curriculum vitae;

(b) a copy of the results of the Member's scholarly activities, in one or more of the forms described in 23.3.1.1, that the Member wishes to have considered when her application is assessed;

(c) any relevant information regarding the Member's participation in academic service activities;

(d) for applications for tenure or for promotion to the rank of Associate or Full Professor, a list of at least three (3) persons outside the University who could be called upon to evaluate the Member's works, it being understood that this list is to be provided in accordance with the provisions of 23.3.2 of this agreement;

(e) any other information that the Member deems useful.

The DTPC and chair, and then the FTPC, will make recommendations to the Dean in accordance with section 5.2. It is understood that the evaluation of teaching, pursuant to article 24 can be made concurrently for these recommendations.

**\*25.4.3** Where the majority of opinions received from outside evaluators are favorable to the Member, but the DTPC, chair, FTPC or Dean recommends against the Member's application, the DTPC, chair, FTPC or Dean shall include in the recommendation a statement of reasons for not making a recommendation in keeping with the views of the majority of outside evaluators. The foregoing applies, mutatis mutandis, where the majority of opinions is unfavorable to the Member.

**\*25.4.4** Where the FTPC recommends that the decision under 25.1.7.4(c) be deferred, it shall specify the conditions the Member should satisfy in order to meet the requirements when the FTPC reconsiders the file in relation to a final decision.

**\*25.4.5** In the case of a deferred decision, the Joint Committee shall state its reason(s) therefor and shall specify the conditions the Member should satisfy in order to meet the requirements when the Joint Committee reassesses her file one last time.

**25.4.6** The Dean shall, in writing, advise the Member of the Joint Committee's decision and its reasons therefor no later than April 1, unless valid reasons make this impossible.