

FACULTY OF ARCHITECTURE, UNIVERSITY OF MANITOBA

PROMOTION POLICIES, PROCEDURES AND CRITERIA

(Approved as amended, by Faculty of Architecture Council, May 7, 2013, May 29, 2006.)

This document summarizes the procedures and criteria related to *Promotion* within the Faculty of Architecture. It is available on the Faculty of Architecture website at:

http://umanitoba.ca/faculties/architecture/facstaff/academic_handbook/tenureandpromotion.html

The current Collective Agreement between the University and the Faculty Association forms the basis for this document and all members of the Faculty should familiarize themselves with the Collective Agreement, a copy of which is available for consultation in the Dean's Office. The terms and conditions of the current Collective Agreement shall take precedence over "Promotion: Policies, Procedures, and Criteria."

The Faculty of Architecture document, "Guidelines for Tenure and Promotion" complements this document and should be read in conjunction with it. Those applying for Tenure should also refer to the Policies and Procedures and the *General Calendar* including *Responsibilities of Academic Staff with Regard to Students* (ROASS) of the University of Manitoba.

Anyone having questions about the meaning of the content of this document should contact his/her Head; if it is a matter of whether this statement contains an incorrect interpretation of the Collective Agreement, the Dean should be informed of this immediately. Anyone who would like to see future changes made with respect to the policies, procedures and criteria should communicate this to his/her Head and, in cases where the change would be to a provision derived from the Collective Agreement, to the Faculty Association.

"Promotion: Policies, Procedures and Criteria" clarifies the application of terms and conditions of the current Collective Agreement as these affect the Faculty of Architecture, provides guidance for Promotion Committees in the Faculty of Architecture, and acts as a guide for individual faculty members in the continuing development of their academic careers. Underlying "Promotion: Policies, Procedures and Criteria" is the desire to foster a collegial atmosphere within the Faculty. This document is meant to be viewed as supportive, recognizing all aspects of individual academic and professional achievement.

Within the framework of an overall goal of maintaining and improving quality in all aspects of higher education, the Faculty of Architecture seeks to retain faculty members of the highest academic and professional calibre. In evaluating Candidates for Promotion, there is an obligation on the part of the Faculty to assess Candidates' achievements consistently and fairly and also to assess those achievements within the academic needs of the Faculty.

Based upon the Promotion Procedure Regulations agreed to by the Faculty Association and the University of Manitoba, the Dean is to "promulgate the criteria and weightings for Promotion Committees." The following shall normally be the weightings for all Promotion Committee

evaluations: 40% Teaching, 40% Scholarly Work, and 20% Service, unless individual and alternative arrangements have been negotiated with the Head and/or Dean (see *Appendix I*).

1. Criteria for Evaluation of an Application for Promotion

Evaluation of Applications for Promotion will be conducted in accordance with Article 20 of the Collective Agreement between the University and the Faculty Association.

The recommendations ultimately arrived at by a Promotion Committee are to be based on an assessment of the academic attributes and a Candidate's performance of assigned duties by his/her peers. The duties specifically assigned to the Candidate during the period of consideration must be taken into account in the application of the criteria and weightings. The Faculty of Architecture's "Guidelines for Tenure and Promotion" delineate the full range of activities to be considered by the Promotion Committee.

The following criteria by rank shall normally be required, and Promotion shall be recommended in instances where the Candidate provides satisfactory material evidence to support his/her application.

a. Promotion from Assistant Professor to Associate Professor:

- evidence of **successful *Teaching*, sustained** over a **reasonable** period of time;
- ***Scholarship*** that clearly demonstrates **sustained commitment** and **success**;
- **satisfactory** contributions to ***Service*** and other assigned duties to the Faculty, the University, and/or the professional or academic communities to which the member belongs.

b. Promotion from Associate Professor to Professor:

- evidence of **excellent *Teaching*, sustained** over a **reasonable** period of time;
- ***Scholarship*** that clearly demonstrates **sustained commitment** and **excellence**;
- **outstanding** contributions to ***Service*** and other assigned duties to the Faculty, the University, and/or the professional or academic communities to which the member belongs.

In all assessments, the individual strengths of the Candidate shall be recognized and the academic needs of the Faculty shall be taken into account. It is intended that the level of attainment in all the attributes shall reflect recent and ongoing activities. On all three criteria, Promotion Committees shall make recommendations taking into account the Candidate's accomplishments to date, and an assessment of the prospect that he/she is likely to continue to make meaningful contributions as a teacher, scholar, and member of the academic community.

With effect from May 2013 Committee Recommendations for Tenure or Promotion will be either that the Candidate meets the standards outlined in the Faculty's Policies and Guidelines or does not meet the standards outlined in the Faculty's Policies and Guidelines for Tenure and/or Promotion.

2. External Assessors

a. Promotion from Assistant Professor to Associate Professor

In the case of an application for Promotion to the rank of Associate Professor, the Candidate shall submit the names and contact information for a total of FIVE (5) External Assessors, all of whom may or may not be contacted by the Chair of the Promotion Committee, but in all cases, a minimum of THREE (3) External Assessors will be contacted.

The External Assessors should be generally knowledgeable about the teaching, scholarship and/or service record of the Candidate. External Assessors are provided to give the Promotion Committee additional peer comments on the Candidate's work. The Candidate shall provide a brief summary of each Reference's expertise and his/her full contact information. The Promotion Committee may choose to contact TWO (2) additional External Assessors at its discretion, but shall do so only in consultation with the Candidate. Candidates will have no contact with any of the External Assessors during the review of their application. *Appendix 2* and *Appendix 3* provide a sample letter and guidelines sent by the Chair of the Promotion Committee to assist External Assessors.

b. Promotion from Associate Professor to Professor

In the case of Promotion to Professor, a total of FIVE (5) names for External Assessors will be proposed by the Candidate of which at least two (2) should be affiliated with U.S. or international institutions. The Candidate and External Assessors shall not have collaborated on any scholarly or professional work within the last 5 years from the date of application for Promotion. A minimum of three (3) of the suggested External Assessors and a maximum of five (5) will be contacted by the Chair of the Promotion Committee.

The External Assessors will be provided with the Promotion material submitted to the Committee by the Candidate, and will be asked to comment on the Candidate's record of teaching, scholarship and service, and whether such record is sufficiently meritorious to justify Promotion. The Candidate shall provide the Committee with a brief summary of each External Referee's expertise and his/her full contact information. The Promotion Committee may, at its discretion, choose two (2) External Assessors other than those suggested by the Candidate, but shall only do so in consultation with the Candidate. The Candidate shall have no contact with any of the External Assessors during the review of their application. *Appendix 2* and *Appendix 3* provide a sample letter and guidelines sent by the Chair of the Promotion Committee to assist External Assessors.

3. Effective Dates and Deadlines

In the Faculty of Architecture, the deadline for the receipt of Promotion applications and accompanying documentation is September 15th, unless a combined application for both Tenure and Promotion is being made, in which case the deadline for receipt of documentation is September 1st. All Promotion materials submitted by the Candidate shall be delivered to the Dean's Office by the Candidate. **After September 15th, no supporting documentation will be accepted, or after September 1st, in the case that a combined application for both Tenure and Promotion is being made**, unless it is requested by the Dean or the Promotion Committee in writing or except as pursuant to section 6(b)(vii) *post*.

Promotion applicants shall meet with their Head to confirm their intent to apply for Promotion. The Department / Unit Head shall be responsible for setting any internal departmental deadlines that may be necessary to ensure that all material reaches the Dean's office by the deadline date.

The following time-lines outline the major events involved in Promotion processes and their approximate dates. Note that the schedule may be subject to variation depending upon calendar dates, and specific administrative and Collective Agreement arrangements. Where a date falls on a weekend or holiday, the first working day next shall be considered the deadline date.

a. When a combined application for Tenure and Promotion from Assistant Professor to Associate Professor is made:

In cases where an application for Promotion from Assistant to Associate Professor is being made at the same time as an application for Tenure, consideration of a Candidate's Tenure application shall be dealt with first (per the relevant Policies, Procedures and Criteria regarding Tenure), and then the Candidate's Promotion shall be considered.

b. When an application for Promotion has been made:

Before applying for Promotion the Candidate shall first consult with his/her Department / Unit Head and Dean. The Promotion application shall be initiated by the Department / Unit Head requesting a duly completed Part A Form from the Candidate, or by the Candidate submitting a duly completed Part A Form to the Department / Unit Head. The Head shall transmit this Form to the Dean.

In accordance with the Collective Agreement, all Promotion proceedings shall normally be **on March 30** of the calendar year following the calendar year in which the application is submitted.

Date	Activity
by September 15	Promotion Recommendation Form delivered to the Dean's Office by the Department / Unit Head, and Support Materials delivered by Candidate to Dean's Office
by end of September	Dean establishes Promotion Committee
mid-October	Promotion Committee holds first meeting; external assessment letters and letters of recommendation from faculty and students are solicited
end of November	Deadline for receipt of letters from External Assessors
	Promotion Committee holds second meeting to review Assessors' letters and letters of recommendation from faculty and students, to review supporting materials, and draft up list of questions for the Candidate
beginning of January	Promotion Committee meets with Candidate; and holds third meeting
mid-January	Promotion Committee forwards its Recommendation to the Dean's Office by approximately January 20
January 31	Last day for submission of Promotion recommendations to the Vice-President (Academic) and Provost from the Dean's Office

4. **Promotion Support Materials**

Candidates for Promotion are required to present evidence of their Teaching, Scholarship and Service. Candidates are responsible for determining the content of their supporting materials. Each Candidate is urged to seek advice from a colleague who has recently prepared a successful Promotion package. It shall be the Candidate's responsibility to provide, at the time he/she submits the duly completed Part A Form, comprehensive supporting documentary evidence with respect to teaching, scholarship, and service that he/she wishes to be taken into consideration, and which the Candidate believes would assist the Committee in its deliberations.

The Committee may seek additional information, if it so chooses. It shall inform the Candidate in writing of its request. ~~*Copies of annual performance review reports generated by the Candidate and the Head (if available) must be included as part of the supporting documentation.~~ The Candidate must:

- provide a *curriculum vitae*, in addition to completing **Part A**;
- prepare a **Statement Regarding Scholarly Work, Teaching and Service** which summarizes and synthesizes his/her approach to these activities and projected future directions;
- submit a **Teaching Dossier** (which should include a statement on his/her philosophy of teaching and may include a description of teaching responsibilities, course syllabi, assignments and evaluation instruments, samples of student work, summaries of student evaluations, and evidence of other teaching activities and accomplishments). Information and resources on the preparation of a "Teaching Dossier" are available from University Teaching Services;
- submit a **Scholarship Dossier** including evidence of the Candidate's scholarly work, current (in-progress) activities, and projected future scholarly activities;
- submit a **Service Dossier** detailing his/her administrative contributions.

a. **Candidates applying for Promotion from Assistant Professor to Associate Professor**

Candidates applying for Promotion to Associate Professor should provide one (1) full set of Promotion materials for review by the Promotion Committee **and** up to five (5) digital copies of support materials to be sent to each External Assessor for their assessment of the Candidate's teaching, scholarship and service record.

b. **Candidates applying for Promotion from Associate Professor to Professor**

Candidates applying for Promotion to Professor should provide one (1) full set of Promotion support materials for review by the Promotion Committee **and** enough digital copies of suitable material (suitable as defined by the Candidate) to submit to each External Assessor for their assessment of the Candidate's teaching, scholarship and service record.

5. **Promotion Committees**

- a. Each year, the Dean shall be responsible for establishing a faculty-based Tenure and Promotion Pool, by requesting that each Department nominate two full-time faculty members at the rank of Associate Professor or Professor from each Department to the Tenure and Promotion Pool.

The members of the pool shall be tenured and chosen as follows: one (1) member of Associate Professor or Professor rank shall be elected from each Department Council; and each Department Council shall also elect an alternate, who shall be an Associate Professor if the person first elected to serve in the pool is a Professor, and vice versa.

- b. For each Promotion Committee, the Dean shall select from the pool three (3) persons, one (1) of whom shall be from the department of the Candidate, and at least one (1) of whom will be at the rank of Professor.

To this group of three, shall be added two (2) members from the Faculty of Architecture, where possible from the Candidate's own department elected by the **faculty members** of the Candidate's Department Council. Where possible, such members should be Tenured but may not be, due to the unavailability of Tenured faculty.

Where possible, the majority of the voting members of the Promotion Committee are to be from the Candidate's department to ensure that the majority of the Committee members has the special expertise of those within a discipline/field to judge competence in it.

Gender parity will be sought on all Promotion committees. Where gender parity is not feasible, there shall be at least one (1) member of each gender on a Promotion committee.

In the case of a Candidate who is submitting a combined application for Tenure and Promotion, the members of the Tenure Committee and the members of the Promotion Committee for that Candidate are normally one and the same.

- c. A person who is to receive a Promotion recommendation shall not choose directly any member of their Promotion Committee.
- d. Members appointed shall not have (or be perceived to have) a vested interest in the Promotion or a conflict of interest in relation to the Candidate.
- e. In providing the review of a person who is from a very small department, or who is the Head or Acting Head of the department, or who holds a cross-appointment with another unit, the Dean and/or the Department Council shall follow procedures as similar to those laid down here as is practical.
- f. The Head of the Candidate's department may serve as a non-voting member of the Promotion Committee, providing commentary on the Candidate's duties when requested to do so by the Promotion Committee. The Head makes an independent recommendation to the Dean regarding the Candidate's Promotion.
- g. The Dean or his/her designate shall be the non-voting Chair of each Promotion Committee.
- h. Prior to the first meeting, the Dean writes the notice of appointment to all members of the Promotion Committee and the Committee Chair. The Chair shall then write to all members of the Promotion Committee, informing them about the time and place of the first meeting, and asking them to study thoroughly (and keep confidential) the material provided to them by the

Head, the Candidate, and by faculty members and students. Each Candidate shall be notified in writing of the start date of his/her Promotion hearing at least five (5) working days in advance of the first meeting.

- i. The Committee's deliberations are confidential.
- j. The Chair is responsible for managing the Promotion Committee's deliberation processes, taking minutes of meetings and writing Committee correspondence.

6. Procedures

Note: All Procedures described hereunder are subject to their conformance with the current Collective Agreement between the University and the Faculty Association.

a. Department-level procedures

- i. The period after which full-time tenured faculty may apply for Promotion shall normally be at least five (5) years of full-time service from the date of the last Promotion.
- ii. A Promotion consideration may be initiated by the Candidate submitting a duly completed Part A Form to his/her Head. The Head shall transmit this Form to the Dean.
- iii. The matter of Promotion shall be discussed by the Department / Unit Head and the Dean, and by the Dean and the Candidate, prior to the commencement of Promotion proceedings. The Head and the Dean shall not convey their views on the potential success of the Candidate's application for Promotion. They should, however, relate any concerns that they may have about the timing of the Promotion in relation to the Candidate's career path and these policies.
- iv. A Candidate seeking consideration of Promotion may withdraw his/her application for Promotion by notifying the Dean or his/her designate (Chair) in writing, at any time up to the meeting of the Board of Governors in which the recommendation for Promotion is to be considered.

b. Faculty-level procedures

- i. Before making a recommendation regarding Promotion, each Promotion Committee shall seek the advice of members of the Candidate's Department / Unit and other faculty members in the Faculty. The written opinions from faculty members on the Candidate's teaching and scholarship, and from students on the Candidate's teaching shall be solicited. This soliciting is to be done by the Chair of the Promotion Committee (see *Appendix 4* for a sample letter).
- ii. After the first meeting of a Promotion Committee, the Chair shall invite written submissions to the Promotion Committee from faculty members on the Candidate's teaching and scholarship and from students on the Candidate's teaching. Those who may be writing submissions should be made aware that copies of such materials,

from which any clear means of identifying the author have been deleted, shall be given to the Candidate, in accordance with the UMFA Collective Agreement.

- iii. The non-voting Chair of the Promotion Committee is responsible for ensuring that the procedures carried out by the Committee reflect due process, and are in keeping with the appropriate provisions of the Collective Agreement and the criteria and weightings of the Faculty, so that a just and defensible recommendation can be achieved.
- iv. The Chair will remind Committee members that the meetings are confidential.
- v. No meetings of a Promotion Committee shall be held without every Committee member being present and no general discussion of Candidates shall take place without every member being actually present in the room at the time, except in the event of extraordinary circumstances and at the discretion of the Chair.
- vi. At the first meeting, the material submitted for the Candidate is checked to ensure that each Committee member has access to a copy of any material submitted to the Committee by the Candidate(s), the Head, other faculty members, and/or students.
- vii. The Committee takes responsibility for the application of criteria and weightings (*see Appendix I*), and for ensuring that it has sufficient information to make a recommendation that is just and defensible. All Committee members are urged to pool their information, both favourable and unfavourable. The Committee may, through its Chair, request in writing further information from the Candidate or from other persons.
- viii. In all communications with External Assessors, there is to be no hint of whether or not the Dean, Head and Committee members are already inclined to be favourably or unfavourably disposed with respect to granting of Promotion.
- ix. The Chair shall draw up a list of External Assessors in consultation with the Promotion Committee and the Candidate. The Chair shall carry on all correspondence with External Assessors.
- x. Both the Head and the Candidate will receive a copy of each External Assessor's report as soon as is practical; but unless the writer has agreed to waive anonymity, the Candidate will not be told the name of the writer, and will receive a copy of the report from which any clear means of identifying the author have been deleted.
- xi. The Candidate will have an opportunity to meet with the Promotion Committee, and will be provided in writing with a list specifying questions of interest that the members of the Committee wish to discuss, at least ten (10) working days before the meeting is scheduled. The Chair, in consultation with the Candidate, shall establish the date for the meeting with the Promotion Committee where the Candidate shall be given the opportunity to meet with the Committee and answer the identified questions.

- xii. Committee members are urged to make up their minds independently, and never to allow their vote to be determined by someone else. Each Committee member is urged to scrupulously avoid letting any reservations or negative considerations influence his/her vote in a negative way, unless these matters have been communicated to the Candidate and the Candidate has been invited to appear before the Committee to speak to them.
- xiii. If a Promotion Committee has any reservations or negative concerns as a result of its deliberations, the Chair of the Promotion Committee shall so inform the Candidate in writing at least ten (10) working days before the meeting with the Candidate. The written notification shall indicate the area(s) of concern that the Committee will wish to discuss. The Chair shall attempt to ensure that the Candidate understands the nature of these concerns.

The Candidate is encouraged to seek advice, solicit opinion, and provide further documentation in order to prepare for such a meeting. When the Candidate appears before the Committee, the Chair is to begin the discussion by summarizing the concerns communicated to the Candidate earlier, and mention that if, during the discussions, a Candidate is asked an additional question for which he/she is not prepared, the Candidate will be provided with another opportunity to meet with the Committee.

The Candidate may choose to be accompanied by another faculty member from the Faculty of Architecture. If a Candidate chooses to be accompanied by another faculty member from the Faculty of Architecture during such a meeting with the Committee, the Candidate must nonetheless speak for him/herself, and not through the other faculty member. Further, the faculty member must leave with the Candidate, and may not be present during the Committee's deliberations.

All Committee members are urged to help in ensuring that the Candidate has understood the nature of the concerns expressed, and has been provided with every reasonable opportunity to respond to them. Before a Candidate leaves the meeting which he/she has been invited to attend, the Chair shall ask the Candidate whether he/she feels that any questions or comments were unfair (and if so, in what way), and whether additional time to prepare responses is needed.

- xiv. All voting is open and recorded, though (as with all the proceedings of the Promotion Committee) it is to be kept strictly confidential. Although there is no formal rule against abstentions, Committee members are strongly discouraged from abstaining. Prior to the vote being taken, the Chair shall remind the Committee that no one is to vote negatively on the basis of reservations and negative considerations not clearly presented to the Candidate.
- xv. The Promotion Committee shall evaluate the application and supporting evidence and shall make its recommendation to the Dean. The Chair shall report in writing all recommendations (positive or negative), together with the specific reasons related to the criteria and weightings established by the Faculty of Architecture, to the Candidate, Department / Unit Head, and the Dean.

- xvi. After considering the Application for Promotion Part A Form and supporting material submitted by the Candidate and following receipt of the Promotion Committee's report, the Head of the Candidate's Department / Unit shall make a recommendation on Promotion to the Dean for each faculty member who has submitted a duly completed Part A Form and has not subsequently withdrawn it. The recommendation of the Head shall relate to the criteria and weightings established by the Faculty of Architecture. The Head shall deliver a copy of the recommendation and reasons to the Candidate.
- xvii. The Dean shall transmit the Promotion Committee's recommendation, his/her own recommendation, and that of the Department / Unit Head to the Vice-President (Academic) in sufficient time to allow the Candidate to meet with the Vice-President (Academic) prior to the President sending out notification of whatever recommendations he/she intends to forward to the Board of Governors.
- xviii. The recommendation of the Dean shall be in writing, and accompanied by the specific reasons related to the criteria and weightings established by the Faculty of Architecture. The Dean shall deliver a copy of the recommendation and reasons to the Candidate.

c. University-level procedures

- i. If the recommendation of the Department / Unit Head, Dean or the Vice-President (Academic) is different from that of the Promotion Committee then he/she shall advise the Promotion Committee and the Candidate in writing.
- ii. In accordance with the Collective Agreement, the President shall deliver or send to the Candidate by registered mail, a written notice of any negative recommendation which he/she intends to forward to the Board, along with the specific reasons, related to the criteria and weightings established pursuant to Article 20 of the Collective Agreement, for the negative Promotion recommendation and a reminder of the Candidate's right to an appeal as provided in the Collective Agreement.
- iii. When it has considered the President's recommendation, the Board of Governors will communicate its decision to the Candidate in writing.

*Appendix 1***Reflection on Teaching / Scholarship / Service Contributions**

A Memorandum dated 6 September 1990 from the Dean's Office to faculty noted that the teaching / research / service model would be 40 / 40 / 20 for the Faculty of Architecture. This weighting is adopted as the basis on which all faculty are deemed to be working unless a written agreement is made with the Department / Unit Head and Dean or Provost, as appropriate, varying this weighting. The weighting should reflect the breadth of contribution in the Faculty.

The specific ratio will be discussed by the Department / Unit Head and faculty member during the annual performance review, and agreed with the Dean or Provost, as appropriate. In general, however, each department as a whole (and as a result, the Faculty in total) should be at or approach an overall contribution of 40 / 40 / 20 Teaching / Scholarship / Service.

*Appendix 2***Sample Letter to External Assessors**

Dear _____:

Professor _____ has been an Assistant [or Associate] Professor in the Faculty of Architecture for _____ years and has now applied for Promotion to the rank of Associate Professor [or Professor].

In submitting [his/her] Promotion application, Professor _____ has identified you as an External Assessor. On that basis we wish to solicit comments from you regarding [his/her] teaching, scholarly work and service.

The Promotion Committee values your comments and will find them of critical importance in their deliberations. To facilitate your response, we are enclosing copies of the Faculty of Architecture *Guide for Letter of Reference: Promotion, Guidelines for Tenure and Promotion- and Promotion: Policies, Procedures and Criteria* together with a digital copy of [his/her] Promotion Support Materials. We would appreciate a letter from you by _____, if at all possible.

We thank you in advance for taking time to write this letter. Please address your comments to _____, Chair of the _____ Promotion Committee, c/o the Dean's Office. Your insights will be greatly appreciated. In accordance with the Collective Agreement between the University and the Faculty Association, your letter (with identifying marks removed) will be shared with the Candidate.

Chair, _____ Promotion Committee

Appendix 3

**Guide for Reference or External Referee: Promotion
Faculty of Architecture**

You are being asked by the Faculty of Architecture at the University of Manitoba to provide comments on a Candidate who is seeking Promotion. Your comments are important to the process of evaluation. Please use the following criteria to guide you in the preparation of your letter. You should not be limited by the criteria, but please add other noteworthy comments as you deem appropriate.

1. *Criteria for Promotion*

Consideration for Promotion in the Faculty of Architecture is guided by the rules and regulations of the University of Manitoba, and the Faculty's *Promotion Policies, Procedures and Criteria* and *Guidelines for Tenure and Promotion*. The academic contributions to be assessed in reviewing applications for Promotion shall normally include, but not be limited to:

- **Teaching**
- **Scholarship** (*Applied Scholarship, Creative Work, Professional Practice and/or Research*)
- **Service,**

bearing in mind the Criteria set out in Section 1 of this document.

Please provide your comments in light of the foregoing.

2. *Knowledge of the Candidate*

Please provide a brief description of your knowledge of the Candidate, length of time known, and relationship to the Candidate.

3. *Evaluation of Teaching, Scholarship and Service*

a) *Evaluation of Teaching* (if applicable)

Please provide a description of your opinion of the Candidate's teaching ability, contribution to student education, advancement of knowledge and basis upon which you frame your opinion.

b) *Evaluation of Scholarship* (if applicable)

Please provide a description of your opinion of the Candidate's scholarly agenda, significance of scholarship, contribution to knowledge and the professions.

c) *Evaluation of Service* (if applicable)

Please provide a description of your opinion of the Candidate's contribution to the community, profession or other administrative service contribution and basis upon which you frame your opinion.

*Appendix 4***Sample Letter for Faculty and Students**

TO: All Faculty of Architecture Academic Staff [or Students]

FROM: _____, Chair
 _____ Promotion Committee

SUBJECT: _____'s Application for Promotion

Professor _____ has been an Assistant [or Associate] Professor in the Faculty of Architecture for _____ years and has now applied for Promotion to the rank of Associate Professor [or Professor].

In accordance with the Collective Agreement between the University and the Faculty Association, the Faculty's *Promotion Policies, Procedures and Criteria and Guidelines for Tenure and Promotion*, the Promotion Committee wishes to solicit comments from you regarding [his/her] teaching, scholarly work and service

Please address your comments to _____, Chair of the _____ Promotion Committee, c/o the Dean's office no later than _____.

As per the Collective Agreement requirements, a copy of all comments (with identifying marks removed) will be forwarded to the Candidate.

*Appendix 5***Promotion Application Checklist**

This checklist **must** be attached and signed by the Applicant and Department / Unit Head when forwarding an application to the Dean's Office.

Name _____ Department _____

- Part A of the Promotion Application (transmitted to the Dean by the Department / Unit Head)
- Curriculum Vitae (in addition to completing Part A)
- Statement regarding Scholarly Work, Teaching and Service
- Teaching Dossier
- Statement of Philosophy of Teaching
- Summary of Student Evaluations
- Scholarship Dossier
- Service Dossier
- Five External Assessor Names
- Brief Summary of each Assessor's expertise
- Complete Mailing Address and Contact Information for each External Assessor
- Candidates applying for Promotion-to Associate Professor** should provide one (1) full set of Promotion Support Materials for review by the Promotion Committee plus five (5) digital copies of suitable material (suitable as defined by the candidate to submit to the Candidate's External Assessors)
- Candidates applying for Promotion to Professor** should provide one (1) full set of Promotion Support Materials for review by the Promotion Committee plus five (5) digital copies of suitable material (suitable as defined by the Candidate) to submit to the Candidate's External Assessors.

Applicant's Signature

Department / Unit Head's Signature

Date

Date

*Appendix 6***Assessor's Report**

PART 1

INSTRUCTIONS TO EXTERNAL ASSESSORS: External assessors' reports are used to assist University of Manitoba tenure and promotion committees in making recommendations regarding candidates. At the University of Manitoba, tenure and promotion are independent processes governed by separate articles of the Collective Agreement. Further, in the various faculties/schools at the University of Manitoba, the criteria for tenure and promotion are distinct. (Please refer to the guidelines attached to the application.) **If the application you are asked to assess involves both tenure and promotion, we ask that you complete a separate assessment for tenure and for promotion. Please note that the global assessment sections for tenure and promotion are different.**

In making your assessment of the candidate, it is understood that there may be some areas of performance where external assessors may not have direct knowledge. **We ask that you comment on each criterion to the extent that you are able, based on the evidence available to you in the application and supplementary materials provided.**

Please complete and sign the declaration on page 1. Please complete the section pertaining to tenure, if applicable, and/or the section pertaining to promotion, if applicable.

Thank you in advance for serving as an external assessor. Your report should be received in the Office of the Dean/Director by no later than _____

Declaration

I affirm that I am able to provide an independent assessment of the candidate. By independent, I mean that:

- I have not co-published with the applicant.
- I have not worked on a research grant or contract together with the applicant.
- I did not supervise the applicant as a PhD student.
- I have not been supervised by the applicant.
- I do not have common business interests or other conflicts of interest.

Date

Signature

ASSESSMENT OF APPLICATION FOR PROMOTION

1. **GLOBAL ASSESSMENT: PROMOTION** Using the descriptors below, please indicate your assessment of the application by placing an 'X' in the appropriate box.

Compelling case for promotion.	
Evidence of strength providing a worthy case for consideration.	
Evidence of strength in a number of areas, but not sufficient to achieve promotion.	
Insufficient case with potential for a future application.	
Weak case for promotion falling well short of what is required.	

2. **Contributions to Teaching and Learning**

(A) Please provide comments on the applicant's performance in the area of teaching and learning.

(B) Other comments

3. **Contributions to Research, Scholarly and Creative Works and/or Professional Activity**

(A) Please provide comments on the applicant's research/scholarly/creative arts program, as well as his/her publications, creative and/or artistic works and/or other professional activities.

(B) Other comments

4. **Contributions to Service to the University and to the Community**

(A) Please provide comments on the applicant's contributions to service.

(B) Other comments

5. **Other General Comments**