



## FACULTY OF AGRICULTURAL AND FOOD SCIENCES PROMOTION GUIDELINES

General guidelines have been established through a Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association for the composition of the committee to be used in promotion decisions. The Faculty of Agricultural and Food Sciences uses a single faculty-based Tenure and Promotion Committee to consider all promotion decisions. This Tenure and Promotion Committee is composed of one tenured full professor from each Department, elected by their Department Council, with a preference for at least three women and at least three men.

Provisions in the 2017-2021 Collective Agreement (Article 20.A.2.6) enable the Tenure Committee (as defined in the Faculty of Agricultural and Food Sciences Tenure Guidelines) to consider both a tenure and promotion application, if elected by the candidate. It is important to note that these are two separate decisions, and the process to make a tenure application will be distinct from the process regarding a promotion application. For all other promotion applications, the Dean will select two members from the single faculty-based Tenure and Promotion Committee, to which is added department representatives for each individual promotion committee.

Members of the faculty-based Tenure and Promotion Committee shall meet once a year, preferably after annual tenure and promotion reviews are completed, to ensure consistency with which standards have been applied throughout the year, and to review the effectiveness of these criteria.

Article 20.A.1.3.3 of the Collective Agreement states that the Dean, will convene a meeting of Faculty UMFA members and associate deans for the purpose of electing an advisory committee which will be convened to prepare or revise the promotion guidelines for the Faculty. Article 20.A.1.3.3 provides the required process by which recommended promotion guidelines may be approved. The Dean shall communicate the Promotion Guidelines to all faculty members. Criteria and weightings shall remain in effect from year to year, until changed using the same review and voting process described in 20.A.1.3.3.

## **PROMOTION COMMITTEE**

### **Composition of the Committee**

1. The Dean of the Faculty of Agricultural and Food Sciences (or designate) shall be the Chair of each Promotion Committee and shall serve in a non-voting capacity (Article 20.A.2.3 of the Collective Agreement);
2. For each promotion hearing a minimum of five members must be available to review and evaluate all materials submitted by the candidate and must be committed to attend the entire hearing.
3. The Dean shall select two members from the single faculty-based Tenure and Promotion Committee to serve on the individual promotion committee. The members shall not be from the same department as the candidate who is to be considered for promotion.
4. Three faculty members, with gender representation if possible, and an alternate, shall be elected by, but not necessarily from, full-time faculty members of the department in which the candidate is a member. The elected department representatives on the promotion committee shall normally be of at least the academic rank applied for by the candidate.
5. If the elected faculty-based Promotion Committee members are all of the same gender, the Dean shall appoint the fifth member, of the under-represented gender to the Committee;
6. The Head of the department in which the candidate resides shall be a non-voting member of the promotion committee. The role of the Head at the committee meetings is to provide factual information on the candidate, primarily in response to questions from committee members during such meetings.

## Criteria for Evaluation of an Application for Promotion

Article 20.A.1.1 of the Collective Agreement states that promotion from one rank to another shall be based upon the contribution that the faculty member has made to his/her discipline and to his/her department, faculty and the university at his/her current rank over a period of time, taking into account the criteria and weightings established by the Dean pursuant to Article 20.A.1.3.

The duties assigned to a staff member during the period under consideration must be taken into account in the application of criteria and weightings for promotion consideration. These duties are determined by the Dean (who may delegate the responsibility to the department Head), in consultation with the faculty member and are to be reviewed as part of the annual activity reporting process. If not otherwise specified, the academic attributes of teaching and research/scholarly works normally carry weights of 45% and 40% respectively, while service is normally assigned a weight of 15%. These assignments may be modified from time to time as a result of an agreement between the staff member and the department Head and recorded in the staff member's Annual Activity Report. The past five years of Annual Activity Reports shall be considered by the Promotion Committee as part of the assessment process. If in rank for less than five years, all Annual Activity Reports are required. However, all Annual Activity Reports shall be available to the committee as required.

The promotion from one rank to another is granted in recognition of achievement while in the current rank, rather than career progress. While evidence that the achievement has been sustained over a reasonable period of time is an essential component in considering promotion, length of service alone should have no bearing on promotion decisions. The purpose of promotions is to foster and reward excellence in teaching, research and service.

<sup>1</sup>Academics from the former Department of Human Nutritional Sciences coming to the Faculty of Agricultural and Food Sciences as a part of the July, 2014 merger will have the option of applying criteria based upon the Human Ecology (adopted 2005, see Appendix) or Faculty of Agriculture and Food Sciences guidelines until 2019.

<sup>2</sup>Academics from the former Department of Textile Sciences coming to the Faculty of Agricultural and Food Sciences as a part of the July, 2015 merger will have the option of applying criteria based upon the Human Ecology (adopted 2005, see Appendix) or Faculty of Agriculture and Food Sciences guidelines until 2020.

Academics in the Faculty of Agricultural and Food Sciences hired after the new guidelines (dated 17 October 2018) are subject to use the new guidelines; those hired prior to may choose, and must be asked in writing by the Chair of the Promotion Committee, by which guidelines they are to be evaluated (UMFA Section s. 20.A.1.4).

Article 20.A.1.2 describes the academic attributes normally considered in establishing the Faculty criteria and weightings to be used in assessing the suitability of a faculty member for promotion. The criteria considered in promotion deliberations are listed below. These items are not meant to exclude any additional evidence provided by the faculty member that is consistent with the Collective Agreement.

---

<sup>1</sup> Guideline to be reviewed at a future Faculty Council meeting.

<sup>2</sup> Guideline to be reviewed at a future Faculty Council meeting.

## Criteria for Teaching, Research and Service

### Competence in TEACHING performance, which will be assessed by examining evidence, and appropriate supporting documents, such as:

1. A record of courses taught over the period in question;
2. Student evaluations of courses taught by the candidate; (e.g., Student Evaluation of Educational Quality (SEEQs) for courses with 5 or more students);
3. A record of undergraduate and graduate students supervised (name of student, period of supervision, thesis title, project title, and status of thesis/project) and an indication of the quality of supervision;
4. Evidence of involvement in curriculum development; particularly towards educational programming in the Faculty of Agricultural and Food Sciences but not excluded from other units within the University of Manitoba;
5. Written comments or letters (signed) from undergraduate or graduate students (anonymous submissions will not be accepted);
6. Written assessment of your teaching by colleagues (e.g. class observation, seminar, colloquia or extension presentations);
7. Published teaching materials, (e.g., texts, notes, computer software, extension publications);
8. Evidence of the development or refinement of newly-proposed or existing courses, including those developed in collaboration with colleagues within the Faculty of Agricultural and Food Sciences, or elsewhere;
9. Teaching Awards or other recognition at the diploma, undergraduate or graduate level;
10. Other evidence that the candidate has enhanced the learning environment and experience of students, both in and outside assigned courses; such as, but not limited to: student mentorship or supervision in experiential learning (practicum and co-op programs, and international student placement).
11. Evidence of participation in teaching enhancement workshops/seminars and adoption of knowledge/technology including peer mentorship.

**Competence in RESEARCH performance, which will be assessed by examining evidence and appropriate supporting documents, such as:**

1. Research Output: refereed publications, reviewed book chapters and scholarly works (including creative works, community development and policy development) as appropriate to the discipline or evidence of the impact of non-published scholarly or technical reports;
2. In assessing the evidence of research output, the Promotion Committee will consider the quality of that output as the key indicator of competency. For example, candidates are encouraged to submit up to four examples of research output with clear explanation of impact and relevance to the field of study;
3. Evidence of the development of an independent research program, as an individual or as a member of a collaborative team, by the researcher since completion of the PhD degree. When contributions are as member of a collaborative research team, the candidate should provide evidence of specific and significant contribution to the success of the team;
4. Evidence of the ability to sustain and support a research program in the area/discipline assigned in the letter of offer or subsequent documentation at an adequate funding level;
5. Describe the extent of the individual's contribution to joint-authored publications (where the candidate is not the senior author);
6. Evidence of collaboration with colleagues; input in such activities as grant writing, students research and/or research publications;
7. Input from knowledgeable colleagues in writing as to the significance of the candidate's research contributions
8. The invitation and/or delivery of scholarly talks or major addresses at other institutions as well as local, national or international workshops or conferences (note: if invited but unable to deliver, the candidate might want to explain to the committee the reasons why);
9. Other forms of peer recognition (journal reviews, grant application reviews, book chapter reviews, etc.);
10. Strategic development of a research program for Highly Qualified Personnel (HQP) training;
11. Research awards or other evidence of research impact as shown by letters of support, media attention or recognition etc.

**Effectiveness in SERVICE, as evidenced by:**

1. Membership on university, faculty and departmental committees (include name of committee, length of appointment, role or work performed);
2. Other university service (administrative activities/appointments, liaison activities, student advising, mentorship to peers and junior colleagues in research or service, etc.);
3. Service to scientific and professional organizations (e.g., scientific associations and journals, Manitoba Institute of Agrologists, Engineers Geoscientists Manitoba, College of Dietitians, Manitoba Association of Home Economists, etc.);
4. Service to the sector stakeholders (industry and public sector presentations, participation on committees, grants reviews, media interviews and articles, etc.);
5. Participation in public outreach activities (e.g., Bruce D. Campbell Farm and Food Discovery Centre events, programing or exhibit development/delivery, promotion of science, community-based outreach, Indigenous engagement, Faculty or University recruitment, etc.).

**To assess the effectiveness of the contribution and it would, therefore, be helpful to include:**

1. Letters from chairs of committees;
2. Letters from individuals in the community and industry served by the member;
3. Reports prepared by the member as part of service provided in the community;
4. Awards or other evidence of impact for service.

**OTHER considerations specific to the current rank of a faculty member****For promotion from the rank of INSTRUCTOR I to INSTRUCTOR II the candidate shall normally have:**

1. A completed Master's Degree (or equivalent) and at least five (5) years' experience in a university or equivalent position;
2. Successful teaching performance based on the criteria above;
3. Demonstrated competence in research and/or service taking into account the duties and weightings specifically assigned to the faculty member during the period under consideration.

**For promotion from the rank of INSTRUCTOR II to SENIOR INSTRUCTOR the candidate shall normally have:**

1. A completed a Doctoral degree (or equivalent) and at least ten (10) years' experience in a university or equivalent position;
2. Successful teaching performance sustained over a reasonable period of time;
3. Demonstrated competence in research and/or service, taking into account the duties and weightings specifically assigned to the faculty member during the period under consideration.

**For promotion from ASSISTANT PROFESSOR to ASSOCIATE PROFESSOR, the candidate shall normally have:**

1. Completed Doctoral degree (or the equivalent);
2. Successful teaching performance sustained over a reasonable period of time or at least satisfactory for one to two years preceding year of promotion application;
3. Research and/or scholarly work that clearly demonstrates, through publications and other scholarly output, a sustained research commitment, ability and success due to an independent research program established by the candidate, and which may be collaborative in nature. Evidence of peer-review and publication or exhibition at a national or international level is expected;
4. Demonstrated participation in service taking into account the duties specifically assigned to the faculty member during the period under consideration. University service should at least be at the departmental and faculty level.

**For promotion from ASSOCIATE PROFESSOR to PROFESSOR, the candidate shall normally have:**

1. Completed Doctoral degree (or the equivalent);
2. Successful teaching performance sustained over a reasonable period of time or at least satisfactory for one to two years preceding year of promotion application;
3. Research and/or scholarly work sufficiently distinguished through publications and other scholarly output, that demonstrates a sustained research commitment, ability and success due to an independent research program established by the candidate, and which may be collaborative in nature. Evidence of peer-review and publication or exhibition at a national or international level is expected;
4. Demonstrated participation in service taking into account the duties specifically assigned to the faculty member during the period under consideration, at least at the faculty or University level.

## **EXTERNAL REVIEW process for promotion from Associate Professor to Professor**

In the case of each candidate being considered for promotion from Associate Professor to Professor, two external reviewers who are established scholars (normally themselves tenured and at the rank of Professor) preferably from a Canadian University, shall be invited to provide a confidential evaluation of the candidate's contributions to teaching and learning, research, scholarly and creative works and/or professional activity to justify promotion to Full Professor. It is understood that there may be some areas of performance where external assessors may not have direct knowledge. They are asked to comment on each criterion to the extent they are able, based on the evidence provided in the application and supplementary materials.

In all communications with the outside evaluators, the Dean or Department Head will not reveal opinion as to whether they are already favourably or unfavourably disposed with respect to a possible promotion.

The Dean shall draw up, in consultation with the Department Head, a list of four outside evaluators (normally the list is decided upon by the Department Head and the candidate and presented to the Dean at the time the application is submitted). Individuals who have collaborated directly in research, in graduate student supervision or who have directly supervised the applicant cannot be considered as External reviewers. Also, individuals who do not meet the University of Manitoba Conflict of Interest definition<sup>1</sup> should not be considered. The candidate may request the deletion of any name for cause during this consultation process. The Dean or delegate, normally an Associate Dean, shall select the outside evaluators and carry on all correspondence with them.

Both the Department Head and the candidate shall receive a copy of each evaluator's report as soon as is practical. Unless the evaluator has agreed to give up anonymity, the candidate shall not be told the name of the evaluator and shall receive a copy of the report from which any means of identifying the author has been deleted.

<sup>1</sup> *The University of Manitoba defines "Conflict of Interest" as a situation in which the private interests (Financial Interests or Personal Interests) of a Person or Related Party compromise or have the appearance of compromising the Person's independence and objectivity of judgment in the performance of their obligations to the University, including teaching, research and service activities. Conflicts of Interest can be potential, actual or perceived.*

## Promotion Procedures

1. The information provided by the candidate should be as outlined in the Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association;
2. The documentation submitted to the Promotion Committee shall not include form Part C of the Promotion Application Form, outlining the Department Head's recommendation;
3. The Head of the department shall provide the committee with a description of the assigned duties and weightings when the appointment was accepted. Any changes to these duties and/or weightings during the term of appointment under consideration shall also be provided;
4. The candidate shall be invited to meet at least once with the Promotion Committee;
5. The committee shall meet to decide if any additional information is required in order to make a decision with respect to the candidate. The requirement for any additional information shall be conveyed by the Chair of the committee to the candidate and Head. This information shall be obtained by the Chair of the committee;
6. The committee shall vote by secret ballot. The ballots shall be prepared by the Chair and distributed to the voting members. In addition to a majority vote, the committee's recommendation must contain the specific reasons for the vote related to the criteria and weightings;
7. The Promotion Committee recommendation and rationale, together with the Department Head's recommendation will be considered when the Dean formulates a recommendation, which is forwarded with all application materials to the Provost Office.