

FACULTY OF AGRICULTURAL AND FOOD SCIENCES TENURE GUIDELINES

Preamble

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 tenure decisions. The Faculty of Agricultural and Food Sciences uses a single faculty-based Tenure and Promotion Committee to consider all tenure decisions. This Tenure Committee is composed of one member from each department elected by the Department Council. The faculty members elected by each Department Council shall be tenured and hold the rank of full professor.

TENURE COMMITTEE

Composition of the Committee

1. the Dean (or designate) shall be the Chair of each Tenure Committee and shall serve in a non-voting capacity (Article 19.D.1.8 of the Collective Agreement);
2. eight tenured faculty members with gender representation if possible, one from each department who were elected by Department Council shall form the Single Faculty-Based Tenure and Promotion Committee;
3. if the elected faculty-based Tenure Committee members are all of the same gender, the Dean shall appoint an additional member, of the opposite gender, to the committee who shall be tenured and hold the rank of Full Professor,
4. for each tenure hearing a minimum of five members of the committee must be available and must be committed to attend the entire hearing,
5. The Head shall be a non-voting member of the tenure committee. The role of the Head at the committee meetings is to provide factual information on the candidate, primarily in response to questions from members of the committees.
6. members of the faculty-based Nucleus Committee shall meet once a year, preferably in spring, to monitor the consistency with which standards have been applied throughout the year, and to review the effectiveness of these criteria.

Criteria for Evaluation of an Application for Tenure

Article 19.A.2.4 of the Collective Agreement states that the academic duties assigned to a staff member are to be determined by the Dean (who may delegate the responsibility to the Department Head) in consultation with the staff member. The duties specifically assigned to the faculty member in the letter of offer as modified through the Annual Activity Reports in the areas of teaching, research and scholarly works and service **must** be taken into account in the application of the criteria and weightings for tenure considerations. For an initial probationary appointment in the Faculty of Agricultural and Food Sciences, the academic attributes of teaching and research carry weights of 45 and 40 respectively, while service is given less emphasis with a weight of 15. These may be changed 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. Such changes shall be taken into account by the Tenure Committee.

Faculty members to be considered for tenure may include:

1. Those holding probationary appointments who are in or about to begin the final year of their maximum untenured period according to Article 19.C.4.3.
2. Those holding probationary appointments who apply for **early tenure** consideration pursuant to the provisions of Article 19.C.4.4.1. A faculty member holding a probationary appointment who wishes to be considered for early tenure prior to the expiry of the maximum untenured period **normally** must make application for tenure to the Dean no later than July 15, as stated in the Collective Agreement.

Please note the following provisions of Article 19.C.4.4.1.2 of the Collective Agreement: Before making an early tenure application the faculty member shall first consult with his/her Dean and Department Head. When a faculty member applies for early tenure consideration, the applicant shall be expected to meet the same criteria and have achieved the same level of competence as a member who has completed his/her maximum untenured period, regardless of the number of year probation served. In the Faculty of Agricultural and Food Sciences early application is not encouraged except in exceptional circumstances, e.g., a truly outstanding performance in both teaching and research and/or someone with prior experience.

Human Nutritional Sciences academics 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 1984, see Appendix of the Faculty By-Laws Handbook) or Faculty of Agricultural and Food Sciences guidelines until 2019.

Textile Sciences academics 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 1984, see Appendix of the Faculty By-Laws Handbook) or Faculty of Agricultural and Food Sciences guidelines until 2020.

Article 19.D.1.4 of the Collective Agreement states that the dean/director, after receiving the advice of his/her faculty council, shall be responsible for establishing any criteria and the weightings of these criteria, for making the criteria and weightings known, and for establishing any procedures that he/she feels should be established at the faculty level for the making of a tenure recommendation, provided that no such criteria, weightings or procedures are inconsistent with anything in this Article. Criteria and weightings shall remain in effect from year to year, until changed by the dean/director after receiving the advice of his/her faculty/school council.

Annual Activity Reports shall be considered by the Tenure Committee as part of the assessment process. These are useful to the committee in that they provide a continuous record over the time of the tenure period. The criteria to be met by the candidate within the constraints of the resources made available by the university and the applicant's assigned duties are:

Competence in teaching performance shall be assessed by examining evidence and appropriate supporting documents, such as:

1. record of courses taught over the probationary period;
2. student evaluations of courses taught by the applicant;

3. graduate students supervised (name of student, period of supervision, thesis title, status of thesis and an indication of the quality of supervision as measured by solicited student input;
4. evidence of involvement in curriculum development;
5. written comments or letters from students;
6. assessment by colleagues of seminar, colloquia or extension presentations;
7. published teaching materials, e.g., texts, notes, computer software, extension publications;
8. evidence of collaboration with colleagues in course development and presentation;
9. awards for teaching at the diploma, undergraduate or graduate level;
10. other activities that enhance the broader learning environment and experience of students, both in and outside formal classes.

Competence in research performance shall be assessed by examining evidence and appropriate supporting documents, such as:

1. Research Output: refereed publications and scholarly works as appropriate to the discipline or evidence of the impact on agricultural and food sciences or the agri-food industry of non-published scholarly or technical reports to private or governmental agencies (this accommodates people such as Agricultural economists and others who present their results in fora other than refereed journals);
2. in assessing the evidence of research output, the Committee will consider the quality of that output as the key indicator of competency;
3. evidence of the development of an independent research program, individual or collaborative, by the researcher since completion of the PhD degree;
4. evidence of the ability to sustain and support a research program at an adequate funding level;
5. evidence of collaboration with colleagues;
6. input from knowledgeable colleagues in writing as to the significance of the candidate's published work;
7. assessment of the extent of an individual's contribution to joint-authored publications (where the candidate is not the senior author);
8. invitations to deliver scholarly talks, or major addresses at other institutions or major national or international conferences;
9. other forms of peer recognition (journal reviews, reviews of grant applications, book chapters, etc.);
10. evidence of effective supervision of graduate student research;
11. recognition by peers in terms of awards or other evidence of impact.

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 appointments, liaison activities, etc.);
3. service to professional organizations;
4. service to the agricultural industry (extension activities, industry presentation, participation in committees, media interviews and articles, etc.).

To assess the effectiveness of such contributions, it would 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.

Other Considerations Specific to the Current Rank of a Faculty Member

For tenure at the rank of Assistant Professor, the candidate shall normally have:

- i) completed PhD (or the equivalent);
- ii) successful teaching performance and demonstrated early-stage competence in research and/or scholarly work;
- iii) demonstrated participation in service; taking into account the duties specifically assigned to the faculty member during the period under consideration;

For tenure at the rank of Associate Professor, the candidate shall normally have:

- i) completed PhD (or the equivalent);
- ii) successful teaching performance sustained over a reasonable period of time;
- iii) research and/or scholarly work that clearly demonstrates through publications, sustained research commitment, ability and success;
- iv) demonstrated competence in service, taking into account the duties specifically assigned to the faculty member during the period under consideration.

For tenure at the rank of Professor, the candidate shall normally have:

- i) completed PhD (or the equivalent);
- ii) successful teaching performance sustained over a reasonable period of time;
- iii) research and/or scholarly work sufficiently distinguished that clearly demonstrates through publications, sustained research commitment, ability and success;
- iv) demonstrated competence in service; taking into account the duties specifically assigned to the faculty member during the period under consideration.

Tenure Procedures

- i) The candidate shall be invited to meet at least once with the Tenure Committee.
- ii) The documentation submitted to the committee shall not include form Part B outlining the Department Head's recommendation.
- iii) 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.
- iv) The committee should 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.

- v) 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.
- vi) The committee shall vote by secret ballot. The ballots shall be prepared by the Chair and distributed to the voting members. However, the committee's recommendation must contain the specific reasons for the vote related to the criteria and weightings.