

<b>SCHOOL OF ART PROMOTION PROCEDURES AND CRITERIA</b>	
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**A. PREAMBLE**

This document summarizes the procedures and criteria related to promotion in the School of Art. Article 20 of the current UMFA Collective Agreement forms the basis for this document and faculty members should be familiar with that Agreement. The terms and conditions of the current Collective Agreement shall take precedence over the School of Art's "Promotion: Procedures and Criteria".

**B. CRITERIA FOR EVALUATION OF AN APPLICATION FOR PROMOTION**

A consideration for promotion shall be based upon the contribution that the candidate has made to his/her discipline or field of expertise, the School of Art and the University at his/her current rank over a period of time. In all assessments, the individual strengths of the candidate shall be considered and the academic needs of the School shall be taken into account.

The recommendation ultimately arrived at by the Promotion Advisory Committee is to be based on an assessment of the Candidate's academic attributes and the performance of assigned duties. The duties specifically assigned to the Candidate during the period of consideration shall be taken into account in the application of the criteria and weightings. The "Guidelines for Promotion in the School of Art" outlines the range of activities to be considered by the Promotion Advisory Committee.

Unless otherwise assigned and documented, the standard criteria and weighting of all promotion evaluations shall be: research and creative work 40%, teaching 40% and service 20%.

The following criteria by rank shall normally be required and promotion shall be recommended where the Candidate provides satisfactory material evidence to support his/her application:

**1. For Promotion to Assistant Professor**

- 1.1 A terminal degree in the area of expertise, or scholarship or creative works equivalent or comparable to the academic achievement and professional competence evident in this graduate degree;
- 1.2 Evidence of successful teaching over a reasonable period of time;
- 1.3 An effective contribution to at least one area of relevant service.

**2. For Promotion to Associate Professor**

- 2.1 Research, scholarly works, or creative works (appropriate to the candidate's discipline or field of expertise) since last promotion that clearly demonstrate a sustained commitment to, and ability and success in such activities;
- 2.2 Evidence of successful teaching sustained over a reasonable period of time;
- 2.3 An effective contribution to more than one area of relevant service.

**3. For Promotion to Professor**

- 3.1 Research, scholarly works, or creative works since last promotion that clearly demonstrates sustained, substantial or significant and original contribution to scholarship or creative works recognized by established scholars or professional artists or artistic peers in the candidate's discipline or field;
- 3.2 Evidence of successful and innovative teaching sustained over a reasonable period of time;
- 3.3 A substantial or significant contribution to various areas of relevant service.

Current unpublished research, scholarship or creative works that have not yet been adjudicated, reviewed or exhibited shall be considered if appropriate documentation is provided, but such works shall be given less weight than published, adjudicated, reviewed or exhibited works.

### C. DATES AND DEADLINES IN THE SCHOOL OF ART

In the School of Art, the deadline for receipt of the University of Manitoba Application for Promotion-Part A is July 15, with all support materials to follow by September 1. After September 1, no supporting documentation will be accepted unless it is requested, in writing, by the Director or by the Chair of the Promotion Advisory Committee.

A candidate may withdraw his/her application for promotion by notifying the Director, in writing, at any time up to the meeting of the Board of Governors in which the President makes a recommendation for promotion.

In accordance with the UMFA Collective Agreement, all promotion proceedings shall normally be complete by January 31 of the following year, with the actual promotion taking effect on March 30 of the calendar year following the calendar year in which the application is submitted.

The following outlines a sample schedule of dates and deadlines for promotion consideration in the School of Art. Where a date falls on a week-end or holiday, the next working day shall be considered the deadline.

<u>Date</u>	<u>Activity</u>
Jul 15	University of Manitoba Application for Promotion-Part A submitted by candidate to the Director
Sep 1	Last date for receipt of all support materials for the application
By Sep 30	Promotion Advisory Committee to be established
By Oct 8	Promotion Advisory Committee holds first meeting to: <ul style="list-style-type: none"> <li>• review application and support materials</li> <li>• identify any additional materials required or questions to be asked of the candidate</li> <li>• provide input into selection of external evaluators</li> </ul> <p>Letters of recommendation are solicited from faculty and students</p> <p>Letters of assessment are solicited from external evaluators</p>
By Nov 8	Deadline for receipt of letters of recommendation from faculty and students
	Deadline for receipt of letters from external evaluators

- Mid-Nov Promotion Advisory Committee holds second meeting to review external evaluators' letters and letters of recommendation from faculty, staff and students
- By Nov 30 Promotion Advisory Committee meeting with candidate if the candidate wishes to meet with the Committee, or if the Committee requests a meeting with the candidate
- By Dec 8 Final meeting of Promotion Advisory Committee
- By Dec 15 Deadline for Promotion Advisory Committee to forward its recommendation to the Director
- Jan 31 Last date for submission of Promotion recommendations to the Vice-President (Academic) and Provost from the Director's Office

#### **D. PROMOTION SUPPORT MATERIALS**

It is the candidate's responsibility to provide supporting material evidence with respect to research, scholarly and other creative works (including on-going research projects, creative works completed but not yet exhibited, or works-in-progress), teaching and service. Except where the candidate is meeting with the committee, any requests for information or clarification shall be in writing.

A complete application will consist of:

1. The University of Manitoba Application for Promotion-Part A;
2. Curriculum vitae;
3. Statement regarding creative work/scholarly research, teaching and service which summarizes and synthesizes his/her approach to these activities and projected future directions;
4. A teaching dossier which includes 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 evaluation (SEEQ), and evidence of other teaching activities and accomplishments;
5. A creative work/scholarly research dossier including evidence of the candidate's scholarly activity/creative work, current (in-progress) activities and scholarly activities;
6. Evidence of creative work/scholarly, including samples;
7. A service dossier detailing contributions. For the purposes of assessing service, appropriate documentation shall be provided by the candidate who shall also provide the names of individuals (not necessarily members of the University), who can attest to and assess the nature and value of such service);
8. A copy of annual performance evaluations;

9. A list of three arm's length external evaluators with whom the candidate has no conflicts of interest, including name, rank, contact information (address, telephone, email) and a brief bio;
10. Other materials to support the application.

#### **E. EXTERNAL EVALUATION**

Written opinions shall be solicited from academic staff members on the candidate's teaching and scholarship or creative works and from students on the candidate's teaching.

Written evaluations of the candidate's research, scholarly or other creative works shall be solicited from at least three evaluators external to The University of Manitoba. These evaluators are to be established artists or recognized scholars and normally themselves at the rank sought by the candidate and in the discipline or field of expertise of the candidate such that they are competent to make the required judgments.

1. The Chair is to select the outside evaluators in consultation with the Promotion Advisory Committee, and to carry out any correspondence with them. In the correspondence with the outside evaluators, there is to be no hint of the disposition of either the Director or the Committee to the candidate's promotion.
2. At least one of these outside evaluators shall be chosen from a list of at least three outside evaluators submitted by the candidate.
3. The external evaluators are to be asked, against the criteria and weighting for promotion established in the School of Art, whether the candidate's publications or creative works are sufficiently distinguished, both in quantity and quality, to justify granting promotion.
4. Correspondence with external evaluators will include a deadline for receipt of the written evaluation. The committee will consider those external evaluations received on or before the deadline.
5. Within 10 working days following receipt of a submission, the Chair shall forward to the candidate a copy of the submission with identifying remarks removed.

#### **F. PROMOTION ADVISORY COMMITTEE**

##### **1. Striking of Promotion Advisory Committee**

Each year in which there are promotion applications, the Director shall establish a Promotion Committee as follows:

- 1.1. Four tenured faculty members from the School of Art, at least two who are elected by School of Art Faculty with Rank and the remainder appointed by the Director. At least three of the four faculty members elected or appointed shall hold the rank of Associate Professor or Professor.

- 1.2. One tenured faculty member from a Faculty outside the School of Art who holds the rank of either Associate Professor or Professor.
- 1.3. The Director shall establish the Promotion Advisory Committee in such a way as to ensure that at least one member of this Committee represents the discipline or field of expertise of each promotion candidate.
- 1.4. Gender parity shall be sought on all Promotion Advisory Committees. Where gender parity is not feasible, there shall be at least one (1) member of each gender on the Promotion Advisory Committee.
- 1.5. The Director or designate shall be the non-voting Chair of the Promotion Advisory Committee.

## **2. Chair of the Promotion Advisory Committee**

The Chair of the Promotion Advisory Committee is responsible to:

- 2.1 Call meetings;
- 2.2 Lead the process;
- 2.3 Direct discussion on procedures;
- 2.4 Check the condition of the candidate's file;
- 2.5 Collect, organize and distribute copies of all pertinent material to committee members;
- 2.6 Coordinate the preparation of all correspondence, including correspondence with outside assessors;
- 2.7 Prepare copies of outside assessments to ensure anonymity and provide these to the candidate;
- 2.8 Ensure annotations are made in the candidate's file if any additional material or information is received from the candidate;
- 2.9 Write the letter advising of the Promotion Advisory Committee's recommendation;
- 2.10 Review all material and condition of the file before passing the file to the Director of the School of Art;
- 2.11 Forward the file to the Director for his/her letter of recommendation.

## **3. Procedures of the Promotion Advisory Committee**

- 3.1 The proceedings of the Promotion Committee shall be conducted in accordance with Article 20 of the UMFA Collective Agreement and of the School of Art Promotion Procedures and Guidelines.
- 3.2 The Promotion Advisory Committee is advisory to the Director of the School of Art. Where the Director's own decision on a promotion application is different from the advice of the Promotion Committee, s/he shall advise the Committee members and the candidate in writing.
- 3.3 The candidate shall have the opportunity to meet at least once with the committee prior to any vote being taken on the candidate's application for promotion.

- 3.4 If the committee cannot make a positive recommendation as a result of its deliberations, the chairperson of the committee shall so inform the candidate in writing, indicating the area/s of concern that the committee will wish to discuss, and establish, in consultation with the candidate, the date for a subsequent meeting where s/he shall be given the opportunity to speak to these concerns. The faculty member shall be allowed reasonable time to seek advice, solicit opinion and provide further documentation in order to prepare for such a meeting.

#### **4. Voting/Quorum**

- 4.1 The quorum for any meeting of the Promotion Advisory Committee shall consist of one member less than the total membership for the committee. In the event of the resignation of one member of the committee, the committee shall continue its deliberations with a reduced membership but with a quorum of 100% of its membership. If more than one member resigns, the promotion committee shall be reconstituted and the promotion evaluation process shall begin again.
- 4.2 Voting shall be by signed secret ballot. Abstaining from the vote is not permitted.

#### **5. Conflict of Interest**

- 5.1 Members appointed to the Promotion Advisory Committee shall not have, or be perceived to have, a vested interest in or a bias in the promotion consideration or a conflict of interest in relation to the candidate.

#### **6. Confidentiality**

- 6.1 The proceedings of the Promotion Advisory Committee are to be conducted in a confidential manner. All discussion of an application, the actions and discussions of the committee, the material in the application file and the results of voting must remain confidential.

### **G. EVALUATION**

The Promotion Advisory Committee's responsibility is to form a comprehensive assessment by considering only information relevant to the candidate's performance in the three areas listed below. This includes, but is not limited to the following:

#### **1. Evaluation of Research**

- 1.1 Reviewing all materials provided by the candidate;
- 1.2 Soliciting an evaluation of the quality of the candidate's research from faculty members and three outside assessors;

- 1.3 Weighing all information in relation to the criteria for assessment of Research outlined in Article B “Criteria for Evaluation of an Application for Promotion”.

## **2. Evaluation of Teaching**

- 2.1 Careful noting of course evaluations by students (SEQ);
- 2.2 Formally soliciting information concerning the candidate’s teaching from students and faculty;
- 2.3 Reviewing course outlines, teaching dossiers, and other relevant information provided by the candidate;
- 2.4 Weighing all information in relation to the criteria for assessment of teaching outlined in Article B “Criteria for Evaluation of an Application for Promotion”.

## **3. Evaluation of Service**

- 3.1 Reviewing all materials provided by the candidate;
- 3.2 Weighing all information in relation to the criteria for assessment of Service outlined Article B “Criteria for Evaluation of an Application for Promotion”.