FACULTY OF AGRICULTURAL AND FOOD SCIENCES
TENURE 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 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 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 19.D.1.9) 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. In the event that an Assistant Professor applies for tenure and promotion in the same academic year, the tenure committee established under 19.D.1 may be asked to perform the functions of the promotion committee (as per Article 20).

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 19.D.1.5.3 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 tenure guidelines for the Faculty. Article 19.D.1.5.3 provides the required process by which recommended tenure guidelines may be approved. The Dean shall communicate the Tenure 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 19.D.1.5.3.
TENURE COMMITTEE

Composition of the Committee

1. The Dean of the Faculty of Agricultural and Food Sciences (or designate) shall be the Chair of each Tenure Committee and shall serve in a non-voting capacity (Article 19.D.1.4 of the Collective Agreement);

2. For each tenure hearing a minimum of five members of the single faculty-based Tenure and Promotion Committee must be available to review and evaluate all materials submitted by the candidate and must be committed to attend the entire hearing;

3. If the elected faculty-based Tenure Committee members are all of the same gender, the Dean shall appoint the fifth member of the under-represented gender to the Committee;

4. The Head of the department in which the candidate resides 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 committee members during such meetings.

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/scholarly works and service must be taken into account in the application of the criteria and weightings for tenure considerations. These provide a continuous record over the time of the tenure period.

For an initial probationary appointment in the Faculty of Agricultural and Food Sciences, 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. In their evaluation of the candidate, the Tenure Committee shall take into account any modifications made since the initial probationary appointment of the candidate towards the assigned percentages of teaching, research/scholarly works and service.
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, regardless of the number of years’ probation served, the candidate 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. In the Faculty of Agricultural and Food Sciences early tenure application is not encouraged except in exceptional circumstances.

1. 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 former Faculty of Human Ecology (adopted 1984, see Appendix) or Faculty of Agricultural and Food Sciences guidelines until year-end 2019.

2. 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 former Faculty of Human Ecology (adopted 1984, see Appendix) or Faculty of Agricultural and Food Sciences guidelines until year-end 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 Tenure Committee by which guidelines they are to be evaluated (UMFA Section 19.D.1.6).

1 Guideline to be reviewed for relevance at a future Faculty Council meeting.
2 Guideline to be reviewed for relevance 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 probationary period;

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/project title, and status of thesis/project); evidence of effective supervision of students (such as: skill development, student awards);

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 evidence of research output, the Tenure 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 Doctoral 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 and 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 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:

1. Completed a Doctoral degree (or the equivalent);

2. Successful teaching performance or demonstrated improvements over time during the probationary period and several satisfactory performances during the probationary period;

3. Early-stage competence in research and/or scholarly work beyond the completion of the Doctoral degree. The record of the candidate during the probationary period shows evidence of the development of an independent research program as an individual, or as a member of a collaborative team is being developed or has been established;

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 level.
For tenure at the rank of ASSOCIATE PROFESSOR, the candidate shall normally have:

1. Completed Doctoral degree (or the equivalent);
2. Successful teaching performance or demonstrated improvements during the probationary period and several satisfactory performances during the probationary period;
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 tenure at the rank of PROFESSOR, the candidate shall normally have:

1. Completed Doctoral degree (or the equivalent);
2. Successful teaching performance or demonstrated improvements during the probationary period and several satisfactory performances during the probationary period;
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.
Tenure 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 Tenure Committee shall not include form Part C of the Tenure 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 Tenure 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 Tenure 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.