

FACULTY OF ARCHITECTURE, UNIVERSITY OF MANITOBA

TENURE POLICIES, PROCEDURES AND CRITERIA

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

This document summarizes the policies, procedures and criteria related to *Tenure* 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 that document, a copy of which is available for consultation in the Dean's Office and on the University web site. The terms and conditions of the current Collective Agreement shall take precedence over "Tenure: 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 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 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.

The "Tenure: Policies, Procedures, and Criteria" document describes Tenure processes in the Faculty of Architecture, provides direction for Tenure Committees in the Faculty of Architecture, and acts as a guide for individual faculty members in the continuing development of their academic careers.

Underlying the intent of the "Tenure: Policies, Procedures and Criteria" document 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 recruit and retain faculty members of the highest academic and professional calibre. In evaluating Candidates for Tenure, 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 framework of the Faculty.

1. Criteria for Evaluation of an Application for Tenure

The recommendations ultimately arrived at by a Tenure Committee are based on an assessment of the academic attributes, and performance of assigned duties of a Candidate by his/her peers.

The Faculty of Architecture's "Guidelines for Tenure and Promotion" delineates the full range of activities to be considered by the Tenure Committees. The duties specifically assigned to the Candidate during the period of consideration must be taken into account in the application of the criteria. A standard weighting of 40% teaching / 40% scholarly activities / 20% service will be presumed without the existence of a signed agreement between the Dean or Provost, as appropriate, the Candidate and his / her Unit Head amending these weightings.

Tenure shall be recommended in instances where the Candidate provides material evidence of:

- a **successful *teaching*** record **sustained over a reasonable period of time;**
- **significant** attainment in ***scholarship***;
- contributions to ***service*** and other assigned duties to the Faculty, the University, and/or the professional or academic communities to which the member belongs.

Emphasis is to be placed primarily on teaching and scholarship, though consideration will be given to contributions in the various types of relevant service.

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, each Tenure Committee 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. Combining Tenure and Promotion in the Faculty of Architecture

As specified in the Collective Agreement, the procedures related to Tenure and Promotion are treated separately. In some instances, a Candidate may wish to apply for Tenure and Promotion at the same time. In all such instances, the Candidate should consult with the Department Head and the Dean, and ensure that he/she has complied with the relevant articles of the Collective Agreement, and Faculty of Architecture policies related to **both** Tenure and Promotion.

Where the Candidate applying for Tenure wishes also to be considered for Promotion to the rank of Associate Professor, the Dean shall establish a committee to consider both Tenure and Promotion. In that circumstance, only one (1) complete package of support materials (plus up to five (5) digital copies of these materials as needed) shall be submitted by the Candidate to the Dean's Office. **In such instances, the Committee shall first consider the matter of Tenure, and then Promotion. A Candidate recommended for Tenure may or may not be**

recommended for Promotion, and such a recommendation shall be at the discretion of the Candidate's academic peers on the Tenure and Promotion Committee.

3. Effective dates and deadlines

Before applying for Tenure and/or Promotion the Candidate shall first consult with his/her Department / Unit Head and the Dean. 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 Application for Tenure shall be submitted on the standard University Forms for that year to the Dean's Office by July 15. All Tenure application support materials (1 hard copy plus up to five (5) digital copies) or Tenure and Promotion application support materials should be submitted by the applicant to the Dean's Office by September 1st. After September 1st, no supporting documentation will be accepted unless it is requested by the Dean or the Tenure Committee in writing, or except pursuant to section 7(b)(vii) *post*.

In accordance with the Collective Agreement, if granted, Tenure takes effect on July 1 following approval by the Board of Governors.

The following table includes specific deadline dates for combined Tenure and Promotion proceedings, in addition to a rough general schedule for meetings of the Tenure Committee and other related events. Note that the schedule may be subject to variation depending upon calendar dates, and specific administrative and Collective Agreement arrangements.

When a combined application for Tenure and Promotion is being 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.

| Date | Activity |
|-------------------------|---|
| July 15 | Last date for faculty holding probationary appointments to apply for Tenure or combined Tenure and Promotion. |
| by mid-August | Dean establishes Tenure and Promotion Committee |
| by September 1 | Deadline for receipt of supporting materials not previously submitted to the Dean's Office |
| by September 15 | Tenure Committee holds first meeting Reference letters are solicited |
| September 21 | Last date for faculty who have applied for early Tenure consideration to withdraw their applications |
| third week in September | Deadline for receipt of Reference letters |

| | |
|---------------------------|---|
| by end of September | Tenure Committee holds second meeting and drafts list of questions for Candidate. (Note: List of questions will be given to Candidate at least 5 working days in advance of the Candidate meeting with the Tenure Committee.) |
| beginning of October | Tenure Committee meets with Candidate; and holds third meeting |
| by October 10 | Tenure Committee forwards Recommendation to Dean's Office |
| October 15 | Last day for submission of Tenure recommendations to the Vice-President (Academic) and Provost from the Dean's Office |
| mid- to end of October | VP (Academic) meets with Candidates at which time they will have the opportunity to make representations |
| beginning of November | President sends notification to Candidate of any negative recommendations to be forwarded to the Board of Governors |
| beginning to mid-November | Period during which a Candidate may notify the President of his/her intention to appeal the President's recommendation. During this period the Candidate may request a meeting with the President, or the President's delegate, at which time the reasons for the decision will be outlined |
| November | President or the President's delegate meets with the Candidate to outline the reasons for the decision |
| beginning of December | Board of Governors meeting at which Tenure recommendations will be considered |

4. Tenure Support Materials

Candidates for Tenure 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 Tenure package. It shall be the Candidate's responsibility to provide 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. Copies of annual performance review reports generated by the Candidate and the Head (if available) must be included as part of the supporting documentation plus five (5) digital copies of all the above materials.

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 shall include a statement of his/her philosophy of teaching and may include teaching responsibilities, course outlines, 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 program, current (in-progress) activities, and projected future scholarly activities;
- submit a **Service Dossier** detailing his/her administrative contribution.

5. External Assessors

The names of FIVE (5) External Assessors will be submitted by the Candidate to the Chair of the Tenure Committee. All External Assessors may or may not be contacted by the Chair of the Tenure Committee, but in all cases, a minimum of THREE (3) External Assessors will be contacted. The External Assessors should be knowledgeable about the teaching, scholarship and/or service record of the Candidate. External Assessors are provided to give the Tenure Committee additional peer comments on the Candidate's work.

The Candidate shall provide a brief summary of each Assessor's expertise and his/her full contact information. The Tenure Committee may choose to contact TWO (2) additional External Assessors at its discretion, but shall do so only in consultation with the Candidate. Candidates shall have no contact with any of the suggested External Assessors during the review of their application. A digital copy of the Candidate's Tenure Support Materials will be provided to each External Assessor. (*Appendix 1* and *Appendix 2* provide a sample letter and guidelines sent by the Dean's Office to assist External Assessors.)

6. Tenure Committees

- a. Each year, the Dean shall be responsible for establishing a faculty-based Tenure and Promotion Pool, composed of eight (8) Tenured Departmental representatives at the rank of Associate Professor or Professor from each Department.

The members of the pool shall be chosen as follows: one (1) member of Associate Professor or Professor rank shall be elected from the Department Council of each of the four departments. 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. Alternates shall also be faculty members with Tenure.

- b. For each Tenure 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 Tenure 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 shall be sought on all Tenure committees. Where gender parity is not feasible, there shall be at least one (1) member of each gender on a Tenure 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 Tenure recommendation shall not choose directly any member of their Committee.
- d. Members appointed shall not have (or be perceived to have) a vested interest in the Tenure consideration 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 does not serve in any capacity on the Tenure Committee, as the Head makes an independent recommendation regarding the Candidate's Tenure recommendation. The Head may correspond with the Committee through the Chair.
- g. The Dean or his/her designate shall be the non-voting Chair of each Tenure Committee. Prior to the first meeting, the Dean writes the notice of appointment to all members of the Tenure Committee and identifies the Committee Chair. The Chair shall then write to all members of the Tenure Committee, informing them of the time and place of the first meeting, and asking them to study thoroughly (and keep confidential) all Tenure Support Materials, including material provided by the Head, by the Candidate, and by faculty members and students. Each Candidate shall be notified in writing of the date of the start of his/her Tenure hearing at least five (5) working days in advance of the first meeting. The Candidate is responsible for providing sufficient material evidence to support his/her application for Tenure. The Candidate is responsible for transmitting all such support materials to the Dean's Office.
- h. The Committee's deliberations are confidential.
- i. The Chair is responsible for managing the Tenure Committee's deliberation processes, taking minutes of meetings and writing Committee correspondence.

7. **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. A faculty member who holds a probationary appointment and who has completed the equivalent of at least three (3) years of full-time employment in a faculty member capacity at this or another university or in a research appointment at a recognized

research establishment other than a university shall have the right to apply for Tenure consideration prior to the completion of his/her maximum untenured period. The maximum untenured period for full-time faculty is six (6) years of full-time service, except for any modification in accordance with the Collective Agreement. Except where a Candidate is seeking early consideration of Tenure, or where a Candidate has been granted any leave by (and which will take effect after) **September 21** of that year, he/she shall be considered for Tenure during the last academic year of his/her maximum untenured period.

- ii. An application for Tenure shall be made in writing by the Candidate to the Dean no later than July 15 of any given academic year.
- iii. The matter of Tenure shall be discussed by the Department / Unit Head and the faculty member, and by the Dean and the faculty member, **prior** to the commencement of Tenure proceedings. When a Candidate applies for Tenure consideration, 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 regardless of the number of years of probation served.
- iv. A Candidate seeking early consideration of Tenure may withdraw his/her application for Tenure by notifying the Dean in writing, at any time **up to and including September 21** of the academic year in which the application is made.

b. Faculty-level procedures

- i. Before making a recommendation regarding Tenure, each Tenure Committee shall seek the advice of members of the Candidate's Department 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 Tenure Committee.
- ii. After the first meeting of a Tenure Committee, the Chair shall invite written submissions to the Tenure Committee from faculty members on the Candidate's teaching and scholarship and from students on the Candidate's teaching (see *Appendix 3*). 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 Tenure Committee (i.e. the Dean or his/her designate) 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 Candidate being considered for Tenure shall have an opportunity to meet with the Tenure Committee, normally during the third meeting of the Committee.
- v. No meetings of a Tenure 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 Chair reviews the Tenure process and relevant procedures and regulations. The Chair will remind Committee members that the meetings are confidential. The material submitted for the Candidate is checked to ensure that each Committee member has access to material submitted to the Committee by the Candidate(s), the Head, other faculty members, and/or students. Such material shall be stored in the Dean's Office, where it will remain throughout the duration of the Committee's deliberations.
- vii. The Committee takes responsibility for the application of the appropriate criteria and for ensuring that it has sufficient information to make a recommendation that is correct and defensible. All Committee members are urged to pool their information, both favourable and unfavourable. The Committee may, through its Chair, request further information from the Candidate or from other persons.
- viii. In all communications with the outside 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 Tenure.
- ix. The Chair of the Tenure Committee shall carry on all correspondence with External Assessors.
- x. Both the Head and the Candidate will receive a copy of each External Assessor's letter as soon as is practical; but unless the External Assessor has agreed to waive anonymity, the Candidate will not be told the name of the Reference, and will receive a copy of the letter from which any clear means of identifying the author have been deleted.
- xi. The Committee will review all Tenure support materials, letters from faculty members and students, and letters from External Assessors, and will identify questions of interest for the Candidate. The Candidate will have an opportunity to meet with the Tenure Committee, and will be provided in writing with a list specifying the questions that the members of the Committee wish to discuss at least five (5) working days before the meeting is scheduled. The Chair, in consultation with the Candidate, shall establish the date for the meeting with the Tenure 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 through the Chair and the Candidate has been invited to appear before the Committee to address those matters. Where a Committee believes its preliminary views could detrimentally affect a positive outcome, the Committee shall identify its concerns and forward them in writing to the Candidate and the Department / Unit

Head at least ten (10) working days before a special meeting with the Candidate no later than the last week of September.

- xiii. The written notification shall indicate the area(s) of concern that the Committee will wish to discuss. The Chair is to 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 of the Faculty of Architecture. If a Candidate chooses to be accompanied by another faculty member during such a meeting with the Committee, the Candidate must nonetheless speak for him/herself, and not through the other faculty member. Further, the other 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, although (as with all the proceedings of the Tenure Committee) it is to be kept strictly confidential. There is no formal rule against abstentions, but 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 Tenure 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 established by the Faculty of Architecture, to the Candidate, Department / Unit Head, and the Dean.
- xvi. After considering the Application for Tenure Part A Form and supporting material submitted by the Candidate and following receipt of the Tenure Committee's report, the Head of the Candidate's Department shall make a recommendation on Tenure to the Dean for each faculty member who has submitted a duly completed application for tenure and has not subsequently withdrawn it. The recommendation of the Head shall be related 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 Tenure 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 Tenure Committee then he/she shall advise the Tenure 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 19 of the Collective Agreement, for the negative Tenure 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***Sample Letter to External Assessors**

Dear _____:

Professor _____ has been an Assistant Professor in the Faculty of Architecture for _____ years and has now applied for Tenure.

In submitting [his/her] Tenure 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 Tenure 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: Tenure* “Guidelines for Tenure and Promotion” and *Tenure: Policies, Procedures and Criteria* together with a digital copy of [his/her] Tenure 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 _____ Tenure 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, _____ Tenure Committee

*Appendix 2***Guide for External Assessors: Tenure
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 Tenure. 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 Tenure*

Consideration for Tenure in the Faculty of Architecture is guided by rules and regulations of the University of Manitoba and the Faculty's *Tenure Policies, Procedures and Criteria*, and *Guidelines for Tenure and Promotion*. Consideration for Tenure includes evidence of **successful Teaching** sustained over a reasonable period of time, **significant** attainment in **Scholarship** (Applied Scholarship, Creative Work, Professional Practice and/or Research), and a **satisfactory** record of **Service**.

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 3***Sample Letter for Faculty and Students**

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

FROM: _____, Chair
 _____ Tenure Committee

SUBJECT: _____'s Application for Tenure

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

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

The Committee consisting of _____ values your comments and will find them important in their deliberations.

Please address your comments to _____, Chair of the _____ Tenure 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 4

Tenure Application Checklist
Faculty of Architecture University of Manitoba

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 Tenure Application
- 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 (5) digital copies of all the above materials
- Five External Assessor Names
- Brief Summary of each Assessor's Expertise
- Complete Mailing Address and Contact Information for each External Assessor

 Applicant's Signature

 Department / Unit Head's Signature

 Date

 Date

*Appendix 5***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

PART 2

ASSESSMENT OF APPLICATION FOR TENURE

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

| | |
|--|--|
| Compelling case for tenure. | |
| Evidence of strength providing a worthy case for consideration. | |
| Evidence of strength in a number of areas, but not sufficient to achieve tenure. | |
| Weak case for tenure 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**