

## **Tenure** in the Faculty of Kinesiology and Recreation Management Procedures and Criteria

This document summarizes the procedures and criteria that apply to promotion considerations involving FCRM members with academic appointments. These procedures and criteria are consistent with the [UMFA Collective Agreement](#), have been established and approved in accordance with Article 19.D.1.5.3.

It is expected that the procedures and criteria for tenure will be applied in a manner consistent with the values and principles set forth in the *FCRM Workload Assignment and Teaching Guidelines*. Note the document *FCRM Guidelines for Supporting Evidence for Promotion and Tenure* complements this document and should be consulted.

### **1. Timeline**

A faculty member holding a probationary appointment is to be considered for the granting of tenure, when:

1. They are in the last year of the maximum untenured period as specified in the Collective Agreement; or,
2. They apply for early tenure consideration as provided for by Article 19 of the Collective Agreement.

After consultation with the Dean and before applying for early tenure consideration, faculty members should be aware that the standards for tenure are not proportionate to the number of years served. Rather, the same standard must be applied to applicants for early tenure as if they had completed their maximum untenured period.

To facilitate meeting of these timelines, the [application](#) and any supporting documentation the candidate wishes to include (e.g., dossier of duties) must be submitted to the Dean's office no later than July 15<sup>th</sup>.

### **2. Structure of the Tenure Committee:**

Tenure committees in FCRM will be composed as follows:

- a. The Dean or their designate, who will serve as the non-voting chair of the Committee.
- b. One of the Associate Dean (Undergraduate Education), the Associate Dean (Research and Graduate Studies), or the Director of Athletics and Recreation. From these choices, the Dean will appoint the appropriate individual based on the candidate's primary assignment (i.e., based on program affiliation or compatibility of research expertise.) If the candidate holds one of these positions, the Dean will appoint a substitute using the same standard (i.e., program affiliation or compatibility of research expertise).
- c. The Chair of the TAP Committee or another member of the TAP Committee, if the Chair is unable to serve.
- d. Three faculty members of any rank with tenure status, to be elected by and from all full-time and reduced appointment members of the Faculty.

### **3. Procedures for Tenure Consideration:**

#### **a. Initiation of Tenure Procedures:**

Faculty members can receive tenure consideration only once, with respect to any particular probationary appointment. The faculty member who wishes to apply for tenure must do so in writing, to the Dean, no later than July 15<sup>th</sup> of a given academic year, including the form, [Part A – Application form](#), and supporting documentation (described in section c, below). The faculty member shall consult with the Dean before making this application and can also withdraw the application at their discretion, again with written notification to the Dean, until September 21<sup>st</sup> of the same academic year.

#### **b. Simultaneous Application for Tenure and Promotion:**

In the event that the candidate chooses to apply for tenure and promotion in the same year, one committee will be formed to deal with both applications sequentially (with a decision on tenure being made before the promotion application is considered, in accordance with Article 20.A.2.6). In this case, committee structure, application procedures and evaluation criteria relating to tenure shall be applied.

#### **c. Evidence and Supporting Documentation:**

It is the candidate's responsibility to submit a duly completed form, [Part A: Application for Tenure](#), and sufficient material to support their case for positive tenure recommendation (see *FKRM Guidelines for Supporting Evidence for Promotion and Tenure* for details regarding teaching, research and scholarship, service and annual reports).

To this end, faculty members in probationary appointments are strongly advised to keep their personal records up to date and readily available, including but not limited to their curriculum vitae, copies of published and unpublished works, evidence of services rendered, supportive letters, students' course evaluations, proof of professional development and progress, list of conference, meetings and symposia and conventions attended or participated in. These personal records should cover, at minimum, the entire probationary period.

It is also recommended that the candidate seek the advice of the Faculty Association and colleagues in the preparation of the supporting documentation and presentation of their case. Thorough familiarization with the tenure article in the *Collective Agreement* is strongly recommended.

The candidate has the right to consult their personnel file in the Dean's office and should do so before the tenure hearing begins.

#### **d. Evaluation by Colleagues and Students:**

Before the Tenure Committee meets, the Dean shall announce to and invite evaluative submissions regarding the candidate from all faculty members and all FKRM undergraduate and graduate students within the Faculty in the fall term. Also prior to the first meeting, the Dean shall notify the Tenure Committee members and the candidates of the date, time and place of the meeting(s), and they shall make available to the Committee members all materials submitted by the candidate, faculty members, students and other individuals or agencies.

Individuals will be instructed that only written and signed submissions will be accepted and that these must be received by the established deadline, in a sealed envelope addressed to the Dean with reference to the candidate to whom it applies. Individuals also must be told that while their submissions are confidential to the tenure proceedings (i.e., will not be used beyond that context or accessible to individuals not involved in this process) they are **not** anonymous—as the Committee

members will know the identity of the individual. Copies of these submissions, with all identifying features removed to protect anonymity, shall be provided to the candidate by the Chair of the Tenure Committee within 10 days of receipt. At no time will the identity of those submitting feedback be revealed to the candidate.

**e. Guidelines for Selection of External Examiners:**

1. For candidates seeking tenure, one external evaluator, who can objectively and competently judge the candidate's accomplishments, shall be invited to submit a written evaluation. (See Notes 1 and 2 in this section for further details regarding an external evaluator and candidate's access to submissions).
2. The candidate shall submit a list of three external evaluators who can objectively and competently evaluate their scholarly work, without any conflict of interest.<sup>1</sup> The Tenure Committee shall select at one of these nominations. The candidate's list of external evaluators should include a brief description of the rationale for selection. The candidate may be asked to submit additional names of potential evaluators to assist the Committee in their selection of an external examiner.
4. If the Committee has concerns regarding the appropriateness of any of the external examiners, the candidate should be informed and given the opportunity to address the concerns.
5. When the external examiner has been chosen by the Committee, they will be contacted in accordance with the following procedures:
  - a) The Chair will draft a letter to the external examiner, requesting an evaluation of the candidate's work in consideration for granting Tenure. The contents of the letter will be approved by the Committee, and the candidate will receive a copy of the letter.
  - b) The letter will further request a written response either accepting or declining the invitation to serve as an external evaluator.
  - c) The letter must include: (i) a description of the candidate's workload assignment over the years of service being evaluated; and (ii) a statement informing the evaluator that the candidate will receive copies of the assessment with identifying marks removed.
  - d) If the external evaluator accepts the invitation, they will evaluate the candidate's record of achievement. Materials to be forwarded to the evaluator will be selected by the candidate in conjunction with the Dean. The purpose of supplying supporting documentation is to ensure sufficient context and scope for assessing the candidate's record as per their assigned duties over the duration of the assessment period. Recognizing that there are limitations to what an external evaluator can be expected to review, only selected items from among the supporting materials submitted to the Tenure Committee will be considered for inclusion in the forwarded package. These items could include exemplary publications, the teaching dossier, and statements related to overall assigned duties.
  - e) Upon reviewing the candidate's record of achievement, the external evaluator will submit a written assessment to the Dean that includes a recommendation supporting or not supporting the granting of Tenure.

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<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.

**NOTE:**

1. An external evaluator is an experienced academic, knowledgeable in the candidate's area(s) of expertise, able to objectively assess the candidate's record of achievement, and not employed by the University of Manitoba. An external evaluator shall be instructed to decline an invitation to serve as an adjudicator, if they perceive a conflict of interest or any other circumstances that may compromise an objective, accurate and fair assessment of the candidate's record.
2. The candidate shall receive a copy of the evaluators' assessments, with any and all references that may reveal the identity of the evaluator removed. If there are concerns expressed by the externals regarding the performance of the candidate, the candidate shall have the opportunity to address these concerns in a meeting with the promotion committee.<sup>2</sup>

**e. Notification to Candidate of Recommendations**

After the committee has duly completed its work according to the procedures set forth above, the Dean shall inform the candidate, as soon as is reasonably possible, of the nature of the Committee's recommendation, and of the nature of their recommendation. The Dean shall also report in writing both recommendations, with the reason therefore, to the Provost & Vice-President (Academic) at such a time as to allow sufficient opportunity for the candidate to meet with the Provost & Vice-President (Academic) or President prior to the latter's recommendation to the Board of Governors.

**4. Criteria for Positive Tenure Recommendation:**

In general, a recommendation for the awarding of tenure is warranted, when the following conditions all are met:

- i. The candidate has an earned doctorate;
- ii. A properly executed process of evaluation indicates that the candidate's performance of assigned duties and other expected professional involvements<sup>3</sup> during their probationary appointment has been of such quality that the University and in particular the Faculty of Kinesiology and Recreation Management will be well served if the candidate's employment were continued; and
- iii. When it is evident that the candidate's academic attributes will continue to meet the needs of the University as a whole and those of the Faculty of Kinesiology and Recreation Management in particular.

Specifically, the candidate shall have met expectations in all of the following areas:

1. **Teaching** (including graduate student supervision and graduate student advisory committee membership) or administrative responsibilities assigned by the faculty. Expectations include successful teaching at the undergraduate level, effective and successful supervision of graduate students, and potentially, the supervision of directed studies and honours theses.
2. **Research**, scholarly work, and other creative activities, including but not limited to published writings. To meet expectations, these should demonstrate a significant contribution to the candidate's discipline, with both the quantity and quality of scholarly

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<sup>2</sup>It should be recognized that duties may change during the probationary appointment from those assigned when the candidate was first hired as interests are redirected or as other responsibilities are altered. Similarly, expectation for professional involvement may at times change as the Faculty re-defines its philosophy and priorities.

contributions being taken into account. Committees can consider all scholarly works, but will generally give greater weight to published works.

3. **Service**, including voluntary administrative work, committee involvement, and unpaid consultation. Effective service includes contributions through committee and administrative work, as well as service to learned or professional societies. Broader service to the community, through formal and informal arrangements, is also evaluated as an important element of service.

On all three criteria, Tenure Committees shall make recommendations taking into account the candidate's accomplishments to date, and an assessment of the prospect that they are likely to continue to make meaningful contributions as a teacher, researcher, and member of the academic community.