

## **Promotion** 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](#), and have been established and approved in accordance with Article 20.A.1.3.3.

It is expected that the procedures and criteria for promotion 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**

Normally, promotion proceedings shall commence no later than September 15<sup>th</sup> and be completed by April 30<sup>th</sup> of the following year. The Board of Governors approves all promotions, which, if successful, take effect on March 30<sup>th</sup> of the calendar year immediately following the year in which the application was submitted. The University may consider applications for promotion at other times during the year when it deems appropriate. (Article 20.A.1.6.).

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 September 1<sup>st</sup>.

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

Promotion 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 members elected from full-time and reduced appointment faculty members who hold a rank in either the professorial or instructor classifications. To be eligible for election, members must be of equal or higher rank than presently held by the applicant. For promotion committee purposes only, the following ranks will be considered equivalent: Instructor I and Lecturer; Instructor II and Assistant Professor; and Senior Instructor and Associate Professor.

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

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

Promotion procedures may be initiated by (a) the Dean of the Faculty requesting from a staff member a completed [Part A – Application form](#) and dossier or (b) by a staff member submitting a completed [Part A – Application form](#) and dossier to the Dean.

Normally, the Dean and the faculty member, prior to the formal initiation of promotion procedures, shall discuss the matter of promotion. While potentially serving other purposes, the primary reason for this discussion is to: (a) ensure that procedures, submission requirements, and deadlines are met, and (b) communicate the criteria, referenced to the candidate's workload assignment, that will be used in assessing the application for promotion. Once initiated, only the candidate has the option of stopping promotion proceedings. This is to be communicated by the candidate in a written request to the Dean. The faculty member being considered for promotion shall have an opportunity to meet at least once with the Promotion Committee (Collective Agreement, Article 20.A.3.4).

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

In the event that the candidate chooses to apply for tenure and promotion to associate professor 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. Evaluation by Colleagues and Students:**

The Dean, on behalf of the Committee, shall invite written evaluations of the candidate by colleagues and students in the Faculty. This information and invitation will be communicated to all FCRM staff, undergraduate and graduate students within the Faculty in the fall term. If the candidate has a substantial part of their workload in the area of coaching, announcements of the same nature also shall be made to athletes currently coached by the candidate.

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 Promotion Committee within 10 days of receipt. At no time will the identity of those submitting feedback be revealed to the candidate.

#### **d. Guidelines for Selection of External Examiners:**

1. For candidates seeking promotion to the rank of Professor, three external evaluators, 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 external evaluators 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 Promotion Committee shall select at least two of these nominations. The candidate's list of external evaluators should include a brief description of the rationale for selection.
3. The third external evaluator will be chosen by the committee. 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 examiners have 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 examiners, requesting an evaluation of the candidate's work for promotion to Professor. 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 (Article 20.A.3.2). 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 promotion 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 promotion to Professor.

**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

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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 his or her obligations to the University, including teaching, research and service activities. Conflicts of Interest can be potential, actual or perceived.

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>

#### **4. Conditions for Application for Promotion and Criteria for Evaluation**

What follows are criteria for ensuring that promotion proceedings are governed according to the Collective Agreement, and reflect the values and principles of transparency, equity, and respect for diversity (i.e., as stated in *FKRM Workload Assignment*). It is imperative that the applicability of these criteria and their relative weighting in promotion be determined on the basis of the candidate's assigned workload as determined by the Dean in consultation with the individual faculty member. Furthermore, the candidate shall be informed of the workload-referenced criteria to be used in evaluating their application (Article 20.A.1.3), and the promotion committee deliberations and decisions shall be based on this standard (Article 20.A.1.1).

According to the Collective Agreement, promotions from one rank to another shall be based on the candidate's contributions to their discipline, Faculty and the University over a period of time. Research, scholarly work and other creative activities, teaching, and service—including administration if applicable—are the areas usually considered when assessing a candidate's contributions.

Operational definitions of these areas of responsibility and possible ways for demonstrating evidence of performance within each are provided in *FKRM Guidelines for Supporting Evidence for Promotion and Tenure*, which was developed in accordance with Articles 19 and 20 of the Collective Agreement.

##### **a. Guidelines for Applying the Promotion Criteria**

The following are guidelines that shall, when consistent with the aforementioned workload determination and under normal circumstances, direct the assessment of the promotion committee.

##### **i. Promotion from Instructor I to Instructor II**

To be recommended for promotion from Instructor I to Instructor II for those holding appointments in the academic program requires an earned master's degree or its equivalent. The applicant should have met expectations in the performance of assigned duties.

##### **ii. Promotion from Instructor II to Senior Instructor**

To be recommended for promotion from Instructor II to Senior Instructor for members appointed in the academic program normally requires that the candidate possess an earned doctorate or its equivalent and meet expectations in both of the primary criteria (i.e., teaching and service) of assigned duties.

### **iii. Promotion from Assistant Professor to Associate Professor**

Promotion to the rank of Associate Professor normally requires evidence of successful teaching, scholarly activity, and service beyond that expected of an Assistant Professor. Promotion to this rank is not automatic or based on years of service. To be recommended for promotion from Assistant Professor to Associate Professor the candidate shall possess an earned doctorate and have demonstrated performance and continuing potential that, at a minimum, meets expectations in all three of the primary criteria (i.e., teaching, research and service) of assigned duties.

To be eligible for promotion to the rank of Associate Professor, a candidate must meet the standards of teaching performance required for the Assistant Professor rank. In addition, there should be evidence of a record of consistency both in the candidate's commitment to good teaching and their commitment to the promotion of students' academic pursuits at both the undergraduate and graduate level.

The candidate will be expected to have undertaken a program of research in their field of specialization, for which they have been largely responsible, the results of which might produce: publications in refereed journals, books (or chapters in books), monographs or comparable publications. If the published works are modest, there must be evidence of further work to be published or an otherwise adequately documented record of scholarly activity and achievement related to the discipline/field. Current unpublished research work shall be taken into consideration, but shall be given a lesser weighting than publications.

Significant activity related to service to the University, and non-remunerative service to the community, will also be taken into account.

### **iv. Promotion from Associate Professor to Professor**

Promotion to the rank of Professor normally requires evidence of successful teaching and scholarly activity beyond that expected of an Associate Professor. Promotion to this rank is not automatic or based on years of service. For promotion from Associate Professor to Professor the applicant shall possess an earned doctorate and their application will be evaluated on the basis of total performance: teaching; research and scholarly activity, including creative accomplishment; service to the University; and non-remunerative service to the community. The successful candidate will be expected to have established a wide reputation in their field of interest, to be deeply engaged in scholarly work, to have shown themselves to be an effective teacher, and to have a demonstrated record of service to the University and the community. Evidence of this recognition must be presented in documentary form, including reviews by reputable critics and peers from outside the University.

A candidate for the rank of Professor must have demonstrated a sustained and successful commitment to research and scholarly activity over a considerable span of time, with a reasonable expectation that this will continue in the future. The results of their research must have been published in sufficient quantity and quality to indicate that the candidate's contribution is widely recognized by academic authorities in their field.

Teaching effectiveness is demonstrated by the degree to which the candidate for promotion is able to stimulate and challenge the intellectual ability of both undergraduate and graduate students, to communicate academic material effectively, and to maintain a mastery of their subject areas. It also involves maintaining accessibility to students, and the ability to influence the intellectual and scholarly development of students. The candidate must demonstrate evidence of a consistently high level of competence in teaching throughout their time as an Associate Professor.