

FACULTY OF ARCHITECTURE, UNIVERSITY OF MANITOBA  
PROMOTION: POLICIES, PROCEDURES AND CRITERIA

(Approved by vote of UMFA Members and Associate Deans on May 20, 2020)

This document summarizes the procedures and criteria related to Promotion within the Faculty of Architecture. It is available on the Faculty of Architecture website at:

<http://umanitoba.ca/faculties/architecture/media/promotion.xxx>

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 the Collective Agreement available at: [https://umanitoba.ca/admin/human\\_resources/staff\\_relations/media/UMFA-Agreement-2017-2021-Final.pdf](https://umanitoba.ca/admin/human_resources/staff_relations/media/UMFA-Agreement-2017-2021-Final.pdf)

The terms and conditions of the current Collective Agreement shall take precedence over these “Promotion: 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 concurrently 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 meaning of the content of this document should contact their Head/Program Chair; 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 policies, procedures and criteria should communicate this to their Head/Program Chair and, in cases where the change would be to a provision derived from the Collective Agreement, to the Faculty Association.

The “Promotion: Policies, Procedures and Criteria” document describes Promotion processes in the Faculty of Architecture, provides direction for Promotion 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 “Promotion: 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, scholarly 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 retain faculty members of the highest academic and professional calibre. In evaluating Candidates for Promotion, 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 needs of the Faculty.

#### 1. Criteria for Evaluation of an Application for Promotion

The Faculty of Architecture document *Guidelines for Tenure and Promotion* provides much more detailed information related to the criteria for Tenure in the Faculty of Architecture and complements this document; it should be read in conjunction with this document.

Evaluation of Applications for Promotion will be conducted in accordance with Article 20 of the Collective Agreement between the University and UMFA. In any case of disagreement between this document and the Collective Agreement, the latter will take precedence.

The recommendations ultimately arrived at by a Promotion Committee are to be based on an assessment of the Candidate's performance of teaching, scholarship and service contributions. The duties specifically assigned to the Candidate during the period of consideration must be taken into account in the application of the criteria. The Faculty of Architecture's "Guidelines for Tenure and Promotion" delineate the full range of activities to be considered by the Promotion Committee.

The following criteria by rank shall normally be required, and Promotion shall be recommended in instances where the Candidate provides satisfactory material evidence to support their application.

- a. Promotion from Instructor I to Instructor II:
  - evidence of successful teaching;
  - satisfactory contributions to Service, internally within their Department/Program, the Faculty, or the University; and/or externally to the professional or academic communities to which the member belongs.
- b. Promotion from Instructor II to Senior Instructor:
  - evidence of successful teaching;
  - a strong history of significant contributions to Service, internally within their Department, the Faculty of the University; and/or externally to the professional or academic communities to which the member belongs.
- c. Promotion from Assistant Professor to Associate Professor:
  - evidence of successful Teaching, sustained over a reasonable period of time;
  - Scholarship that clearly demonstrates sustained commitment and success;
  - satisfactory contributions to Service, internally within their Department/Program, the Faculty, or the University; and/or externally to the professional or academic communities to which the member belongs.
- d. Promotion from Associate Professor to Professor:
  - evidence of excellent Teaching, sustained over a reasonable period of time;
  - Scholarship that clearly demonstrates sustained commitment and excellence;
  - a strong history of significant contributions to Service, internally within their Department/Program, the Faculty, or the University; and/or externally to the professional or academic communities to which the member belongs.

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. For all criteria, Promotion Committees shall make recommendations taking into account the Candidate's accomplishments to date, and its assessment of the prospect that the Candidate is likely to continue to make meaningful contributions as a teacher, scholar, and member of the academic community.

## 2. External Assessors

External Assessors will not be sought for promotion of Instructor faculty members.

### a. Promotion from Assistant Professor to Associate Professor

In the case of an application for Promotion to the rank of Associate Professor, the Candidate shall submit the names and contact information for a total of five External Assessors, all of whom may or may not be contacted by the Chair of the Promotion Committee. However, in all cases, a minimum of three External Assessors will be contacted. Candidates should ensure that External Assessors submitted are consistent with the Declaration in Appendix 1.

The External Assessors should be generally knowledgeable about the teaching, scholarship and/or service record of the Candidate. The Candidate shall provide a brief summary of each Assessor's expertise and their full contact information. The Promotion Committee may choose to contact two additional External Assessors at its discretion, but shall do so only in consultation with the Candidate. Candidates will have no contact with any of the External Assessors during the review of their application.

### b. Promotion from Associate Professor to Professor

In the case of Promotion to Professor, a total of five names for External Assessors will be proposed by the Candidate of which at least two should be affiliated international institutions, including those in the United States. The Candidate and External Assessors shall not have collaborated on any scholarly or professional work within the last six years from the date of application for Promotion. A minimum of three of the suggested External Assessors and a maximum of five will be contacted by the Chair of the Promotion Committee. Candidates should ensure that External Assessors submitted are consistent with the Declaration in Appendix 1.

All External Assessors will be provided with the Promotion material submitted to the Committee by the Candidate, and will be asked to comment on the Candidate's record of teaching, scholarship and service, and whether such record is sufficiently meritorious to justify Promotion. Examples of the communications to be sent to the External Assessors are provided in Appendices 2 and 3. The Candidate shall provide the Committee with a brief summary of each External Assessor's expertise and their full contact information. The Promotion Committee may, at its discretion, choose two External Assessors other than those suggested by the Candidate, but shall only do so in consultation with the Candidate. The Candidate shall have no contact with any of the External Assessors during the review of their application.

## 3. 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 which case the procedure indicated in section 19.D.1.9 of the Collective Agreement will be followed. In all such instances, the Candidate should consult with the Department Head/Program Chair and the Dean. The Candidate should ensure they follow the relevant articles of the Collective Agreement, and Faculty of Architecture policies related to both Tenure and Promotion. The Candidate should bring any procedural concerns or questions to the Dean.

#### 4. Effective Dates and Deadlines

Candidates for Promotion should read all the relevant sections of the University of Manitoba-UMFA Collective Agreement.

Prior to the commencement of the promotion application or proceedings, the matter of promotion shall be discussed between the Department Head/Program Chair and the faculty member at the initiation of either, preferably not later than April 30 of the year in which the Promotion application is planned. The Department Head/Program Chair shall not convey their views on the potential success of the Candidate's application for Promotion, but they should relate any concerns that they may have about the timing of the Promotion in relation to the Candidate's career path and these policies.

Thereafter, the promotion application shall be initiated by the faculty member submitting the documentation to the Department Head/Program Chair who shall provide all this documentation to the Dean or, alternately, by the Department Head/Program Chair requesting the faculty member to submit the needed documentation to the Dean.

The deadline for the receipt of Promotion applications and accompanying documentation is September 15th, unless a combined application for both Tenure and Promotion is being made, in which case the deadline for receipt of documentation is July 15<sup>th</sup>. If applying for Promotion and Tenure the Candidate should also read the TENURE: POLICIES, PROCEDURES AND CRITERIA available at [http://umanitoba.ca/faculties/architecture/media/OD\\_TenurePolicy\\_2019.pdf](http://umanitoba.ca/faculties/architecture/media/OD_TenurePolicy_2019.pdf).

#### Major Dates for Promotion Procedure

Date	Activity
Step 1 By April 30	Candidate for Promotion meets with Department Head/Program Chair.
Step 2 By September 15	<ul style="list-style-type: none"> <li>a. Complete Promotion Dossier submitted to Dean's Office. The Part A: Application for Promotion to be delivered to Dean's Office via Department Head/Program Chair. The entire Promotion Dossier to be delivered to Dean's Office by candidate. To the maximum extent possible, the Promotion Dossier should be in digital format, with one hard copy. Candidates should consult the Promotion Application Checklist in Appendix 4.</li> <li>b. Dean establishes Promotion Committee.</li> </ul>
Step 3 By September 30	Promotion Committee holds first meeting; for Professorial candidates, external assessors are confirmed by Promotion's Committee.
Step 4 By mid-October	<ul style="list-style-type: none"> <li>a. Professorial promotion Candidates indicate whether Conflict of Interest exists with any External Assessor's identified by Promotions Committee.</li> <li>b. Dean's Office seeks written comments from students and faculty. Anonymous comments are not accepted (see Appendix 5).</li> <li>c. Candidate indicates if they wish to meet with the Promotion Committee.</li> </ul>
Step 5 By end of November	<ul style="list-style-type: none"> <li>a. Deadline for receipt of letters from External Assessors (for Professorial candidates).</li> <li>b. Deadline for comments from students and faculty.</li> <li>c. Deadline for Promotion Committee members to review Candidate's Promotion Dossier.</li> </ul>

Step 6 First Week of December	<p>Promotion Committee holds second meeting:</p> <ol style="list-style-type: none"> <li>for Professorial Candidates, to review Assessors' letters and comments from students and staff.</li> <li>Committee may request additional information or clarification from the Candidate to assist with their deliberations.</li> <li>if Candidate has indicated they want to meet with Committee, they are invited to make a presentation at this meeting.</li> <li>if Committee comes to positive recommendation, reasons for this recommendation are recorded by the Chair (skip to step 9).</li> <li>if Committee cannot come to a positive recommendation for promotion, reasons why are clearly identified and recorded by the Chair (complete Step 7 and Step 8).</li> </ol>
Step 7 (if necessary, see Step 6e) By mid-December	<p>If Committee could not come to a positive recommendation for promotion, Promotion Committee Chair meets with Candidate and:</p> <ol style="list-style-type: none"> <li>provides candidate an oral and written summary of the concerns of the Committee that prevent it from making a positive recommendation.</li> <li>establishes a date for the Candidate to meet with the Promotion Committee to speak to the Committee's concerns.</li> </ol>
Step 8 (if necessary, see Step 6e) January 1 <sup>st</sup> week	<ol style="list-style-type: none"> <li>Candidate meets with Promotion Committee to address concerns of the Committee.</li> <li>Committee determines Promotion Recommendation and reasons for recommendation.</li> </ol>
Step 9 January 2 <sup>nd</sup> week	<p>Committee Chair forwards Part B Committee Recommendation to Dean and Department Head/Program Chair.</p>
Step 10 By mid-January	<ol style="list-style-type: none"> <li>Department Head/Program Chair forwards Part C Department Head/Program Chair recommendation to Dean.</li> <li>Dean forwards Part B, C, and D (Dean's Recommendation) to Provost's Office and the Candidate.</li> <li>If the Dept Head/Program Chair recommendation (Part C) or the Dean's recommendation (Part D) is different from that of the Committee (Part B) the Committee members will be so informed in writing.</li> </ol>

The Candidate may withdraw their application for promotion by writing to the Dean at any time prior to the recommendation's consideration by the Board of Governors.

## 5. Promotion Support Materials

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 Promotion package. It shall be the Candidate's responsibility to provide salient supporting documentary evidence with respect to teaching, scholarship (not usually required for Instructor faculty members), and service that they wish 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 (step 6b). The Candidate is encouraged to use the resources available from the Centre for Advancement of Teaching and Learning to help guide the preparation of a Promotion Dossier.

The Candidate must submit:

- Part A of the Promotion Application available at:  
[http://www.umanitoba.ca/admin/vp\\_academic/fac\\_dev\\_forms.html](http://www.umanitoba.ca/admin/vp_academic/fac_dev_forms.html)

- a Curriculum Vitae, in addition to a completed Part A.
- a Statement regarding Teaching, Scholarship and Service, which summarizes and synthesizes their approach to these activities. Instructor faculty members do not usually have a Scholarship component as part of their assigned duties, and accordingly, are not required to submit a statement regarding Scholarship.
- a Teaching Dossier which may include a statement of teaching philosophy, teaching responsibilities, samples of course outlines, assignments and evaluation instruments, samples of noteworthy student work, a summary or examples of student commentary, a summary of undergraduate and graduate student supervision, and evidence of other teaching activities and accomplishments. Efforts to evolve or improve the presentation of courses/studios should be summarized.
- a Scholarship Dossier including evidence of the Candidate's scholarly program, current (in-progress) activities, and projected future scholarly activities. Contributions to the Scholarship of Teaching should be included as part of the Scholarship Dossier. Candidates are encouraged to clearly delineate their individual contribution to joint or collaborative work, including their contributions to joint/collaborative publications or other outcomes. Instructor faculty members do not usually have a Scholarship component as part of their assigned duties, and accordingly, are not required to submit a Scholarship Dossier, but are welcome to do so.
- a Service Dossier detailing their administrative contribution.
- for Professorial promotions the names of five External Assessors, including a brief summary of each External Assessor's expertise and contact information for each External Assessor.

It is acknowledged that the background and activities of individual candidates for promotion and their respective duties may suggest modification of the foregoing structure of the Promotion Dossier.

Recognizing the time Promotion Committee members and External Assessors will need to review the Promotion Dossier Candidates are encouraged to:

- focus on the impact, outcomes and contributions of their teaching, scholarship and service in a manner that highlights their most important accomplishments, rather than presenting the entire volume of their work,
- minimize repetition of same information in different sections of the Dossier, and
- prioritize and curate their accomplishments and consider the use of Appendices for supplementary content.

## 6. Promotion Committees

- a) Each year, the Dean shall be responsible for establishing a Faculty-based Promotion Committee, consistent with section 20.A.2 of the Collective Agreement, composed of eight (8) faculty members who are:

- tenured Associate Professors or Professors, or
- Instructor II or Senior Instructors with a Continuing Appointment as defined by section 34.6 of the Collective Agreement.

The Dean may invite one additional faculty member with a probationary appointment to be a non-voting observer of the Committee.

- b) Five members of the Promotion Committee will be those elected by each of the five Department/Program Councils of the Faculty of Architecture. The remaining three members will be appointed by the Dean with consideration to ensure that, to the extent possible, the Committee:
- has gender parity,
  - has representation of all ranks, and

- has members with the special expertise necessary to assess the Candidate's record of accomplishments.
- c) The three members appointed by the Dean may be different for candidates from the different departments/academic units of the Faculty.
- d) Candidates for Promotion shall not choose directly any member of their Committee, but will be informed of the Committee membership.
- e) Members appointed shall not have (or be perceived to have) a vested interest in the Promotion consideration or a conflict of interest in relation to the Candidate.
- f) For a Candidate from a very small Department/Program, or who is the Head/Program Chair or Acting Head/Program Chair of a Department/Program, or who holds a cross-appointment with another unit, the Dean and/or the Department Council shall follow procedures as close to those laid down here as is practical.
- g) The Head/Program Chair of the Candidate's Department/Program does not serve in any capacity on the Promotion Committee, as the Head/Program Chair makes an independent recommendation regarding the Candidate's Promotion. The Head/Program Chair attends meetings of the Promotion Committee to act as a resource to the Committee as called on by the Chair of the Committee. All correspondence between the Head/Program Chair and the Committee is through the Committee Chair.
- h) The Dean or their designate shall be the non-voting Chair of each Promotion Committee. Prior to the first meeting, the Dean writes the notice of appointment to all members of the Promotion Committee and identifies the Committee Chair. The Chair shall then write to all members of the Promotion Committee, informing them of the time and place of the first meeting.
- i) The Committee's deliberations are confidential, both during the Promotion consideration and afterwards.
- j) The Promotion Committee Chair is responsible for managing the Committee's deliberation processes, taking minutes of meetings and writing all Committee correspondence.

## 7. Procedures

All Procedures described hereunder are subject to their conformance with the current Collective Agreement between the University and the Faculty Association.

- a) So that a just and defensible recommendation can be achieved, the non-voting Chair of the Promotion Committee (i.e., the Dean or their designate) is responsible for ensuring that the procedures followed 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.
- b) The Candidate being considered for Promotion will be given at least one opportunity to meet with the Promotion Committee, but is not obliged to do so (step 4).
- c) No meetings of a Promotion 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.

- d) At the first meeting, the Chair reviews the Promotion process and relevant procedures and regulations. The Chair will remind Committee members that the meetings are confidential, both during the Promotion consideration process and afterwards. The material submitted by the Candidate is checked to ensure that each Committee member has access to material submitted to the Committee by the Candidate(s), the Head/Program Chair, other faculty members, and/or students.
- e) 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 (step 6) or from other persons.
- f) In all communications with the outside External Assessors, there is to be no hint of whether or not the Dean, Department Head/Program Chair and Committee members are already inclined to be favourably or unfavourably disposed with respect to the Promotion.
- g) The Chair of the Promotion Committee shall carry on all correspondence with External Assessors, the Candidate for Promotion or any other communications on behalf of the Committee.
- h) The Candidate will receive a copy of each submission to the Promotion Committee as soon as is practical, but not longer than ten days after receipt of the submission; from which any clear means of identifying the author have been deleted.
- i) 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 their 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. If the Committee determines that as a result of its deliberations it cannot come to a positive recommendation for Promotion, the Committee will follow the procedure of section 20.A.3.5 of the Collective Agreement, indicating to the Candidate in writing the concerns of the Committee, and giving the Candidate an opportunity to speak to these concerns at a future meeting of the Committee (steps 7 and 8). The Committee Chair will meet with the Candidate to discuss the concerns and consider a date for the Candidate to meet with the Committee.

If 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 they are not prepared, the Candidate will be provided with another opportunity to meet with the Committee. The Candidate is encouraged to seek advice, solicit opinion, and provide further documentation to prepare for such a meeting.

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 themselves, 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 to which they have been invited, the Chair shall ask

the Candidate whether they feel that any questions or comments were unfair (and if so, in what way), and whether additional time to prepare responses is needed.

- j) All voting is open and recorded, although (as with all the proceedings of the Promotion 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 and to which the Candidate has not had an opportunity to respond.
- k) The Promotion 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 Head/Program Chair, and the Dean (step 9).
- l) After considering the Application for Promotion Part A Form and supporting material submitted by the Candidate and following receipt of the Promotion Committee's report, the Department Head/Program Chair of the Candidate's Department/Program shall make a recommendation on Promotion to the Dean (step 10). The recommendation of the Head/Program Chair shall be related to the criteria and weightings established by the Faculty of Architecture. The Dean shall deliver a copy of this recommendation and reasons to the Candidate.
- m) 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 (step 10).
- n) The Dean shall transmit the Promotion Committee's recommendation, their own recommendation, and that of the Department/Program Director to the Provost and Vice-President (Academic).

**ASSESSOR'S REPORT****NAME OF ASSESSOR:**

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**NAME OF APPLICANT:**

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**INSTRUCTIONS TO EXTERNAL ASSESSORS:**

External assessors' reports are used to assist University of Manitoba tenure and promotion committees in making recommendations regarding applicants. 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. For the specific criteria in this application, please refer to the attached guidelines.

**If the application you are asked to assess involves both tenure and promotion, we ask that you complete Part 1 and Part 2. Please note that the global assessment sections for tenure and promotion are different.**

In making your assessment of the applicant, 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 below. Please complete Part 1 if you are assessing the application for Tenure and Part 2 if you are assessing the application for Promotion.

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<sup>1</sup>**

I affirm that I am able to provide an independent and impartial assessment of the Applicant. By independent and impartial, I mean that:

- I do not have a personal relationship with the Applicant.
- I am not in a position to gain financially/materially from this assessment.
- I do not have any long-standing scientific or personal differences with the Applicant.
- I am not closely professionally affiliated with the Applicant.
- I have not closely collaborated, published, shared funding, or had other frequent and regular interactions with the Applicant in the last 6 years, nor do I have plans to do so in the immediate future (this proviso does not include co-participation in multi-centre, multi-investigator projects, if there is no direct collaboration with the Applicant).
- I have not been a supervisor or trainee of the Applicant in the last 6 years.

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**Date****Signature**

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<sup>1</sup> This Conflict of Interest Declaration has been adapted from the Federal Research Funding Organizations Conflict of Interest and Confidentiality Guidelines

## ASSESSMENT OF APPLICATION FOR PROMOTION

PLEASE COMPLETE ALL SECTIONS

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

Compelling case for promotion.	
Evidence of strength providing a worthy case for consideration.	
Evidence of strength in a number of areas, but not sufficient to achieve promotion.	
Insufficient case with potential for a future application.	
Weak case for promotion falling well short of what is required.	

2. **Contributions to Teaching and Learning:** Please provide comments on the applicant's performance in the area of teaching and learning.

3. **Contributions to Research, Scholarly and Creative Works and/or Professional Activity:**

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.

4. **Contributions to Service:** Please provide comments on the applicant's contributions to service.

5. **Other General Comments**

*Appendix 2*

**Sample Letter to External Assessors**

Dear \_\_\_\_\_:

Professor \_\_\_\_\_ has been an Assistant [or Associate] Professor in the Faculty of Architecture for \_\_\_\_\_ years and has now applied for Promotion to the rank of Associate Professor [or Professor].

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

*Appendix 3*

**Guide for Reference or External Referee: Promotion  
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 Promotion. 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 Promotion***

Consideration for Promotion in the Faculty of Architecture is guided by the rules and regulations of the University of Manitoba, and the Faculty's *Promotion Policies, Procedures and Criteria* and *Guidelines for Tenure and Promotion*. The academic contributions to be assessed in reviewing applications for Promotion shall normally include, but not be limited to:

- **Teaching**
- **Scholarship** (*Applied Scholarship, Creative Work, Professional Practice and/or Research*)
- **Service,**

bearing in mind the Criteria set out in Section 1 of this document.

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 4***Promotion Application Checklist**

Candidates for Promotion should ensure that they submit the following by the September 15<sup>th</sup> deadline (step 2):

- Part A – Application for Promotion,
- Curriculum Vitae,
- Statement regarding Scholarly Work, Teaching and Service,
- Teaching Dossier,
- Scholarship Dossier (not required for Instructor promotions, but may be submitted if desired),
- Service Dossier, and
- for Professorial rank promotions five External Assessor Names along with brief summary of each External Assessor's expertise and complete mailing address and contact information for each External Assessor.

*Appendix 5***Sample Letter for Faculty and Students**

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

FROM: \_\_\_\_\_, Chair  
 \_\_\_\_\_ Promotion Committee

SUBJECT: \_\_\_\_\_'s Application for Promotion

Professor \_\_\_\_\_ has been an Assistant [or Associate] Professor in the Faculty of Architecture for \_\_\_\_\_ years and has now applied for Promotion to the rank of Associate Professor [or Professor].

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

Please address your comments to \_\_\_\_\_, Chair of the \_\_\_\_\_ Promotion 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.