

THE UNIVERSITY OF MANITOBA
FACULTY OF EDUCATION
PROMOTION: GUIDELINES, PROCEDURES AND CRITERIA

(Approved by Faculty of Education Council, December 15, 2008)

This document summarizes the guidelines, procedures and criteria related to **Promotion** within the **Faculty of Education**. The current Collective Agreement forms the basis for this document, and all members of the Faculty should familiarize themselves with the Collective Agreement, a copy of which is available for consultation in the Dean's Office. The terms and conditions of the current Collective Agreement shall take precedence over "Promotion: Guidelines, Procedures, and Criteria." Please see Appendix A for the UMFA Collective Agreement Article 20-Promotion.

Anyone having questions about the meaning of the content of this document should contact her/his Department 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 situation immediately. Anyone who would like to see changes made regarding the policies, procedures and criteria should communicate the suggested changes to her/his Department Head. In cases where the change(s) would be to a provision to the Collective Agreement, then the staff member should communicate directly with UMFA.

Note that, in accordance with Article 20.A.1 of the Collective Agreement, individuals submitting a promotion application to their Department Heads prior to [insert a date five years from the date of acceptance of this document] can elect to be considered under the criteria and weightings of this present document or under those of the "Policy on Promotion of Faculty Members" document dated November 2002.

"Promotion: Guidelines, Procedures and Criteria" (December 2008) clarifies the application of terms and conditions of the current Collective Agreement as these affect the Faculty of Education. This document provides guidance for Promotion Committees in the Faculty of Education and acts as a guide for individual faculty members in the continuing development of their academic careers. Underlying "Promotion: Guidelines, Procedures and Criteria" (December 2008) 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 Education seeks to attract and retain faculty members of the highest academic and professional caliber. 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. All activities shall be judged primarily on a qualitative rather than quantitative basis. Faculty members shall be judged on the basis of their achievements to date, and not on potential for the future.

Based upon the Collective Agreement agreed to by UMFA and the University of Manitoba, the Dean "after receiving advice of his/her Faculty/school council, shall be responsible for establishing the criteria for promotion and the weightings of these criteria if any." The criteria for all Promotion Committee evaluations shall normally be a balance of teaching, scholarly work and service, unless individual and alternative arrangements have been negotiated in writing with the Dean.

1. Criteria for Evaluation of an Application for Promotion for Faculty Members Holding Academic Rank

The recommendations ultimately arrived at by a Promotion Committee are to be based on an assessment of a Candidate's academic attributes and performance of assigned duties during the period at current rank. The duties specifically assigned to the Candidate during the period under consideration must be taken into account in the application of the criteria and weightings.

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 her/his application.

A. For Promotion from Lecturer to Assistant Professor

There shall be

- effective teaching sustained over time;
- demonstrated ability for research, scholarly work, professional and/or creative activities; and
- demonstrated ability to provide service.

B. For Promotion from Assistant Professor to Associate Professor

There shall be

- effective teaching sustained over time;
- a peer recognized record of achievement in research, scholarly work, professional and/or creative activities; and
- a record of achievement in service.

C. For Promotion from Associate Professor to Professor

There shall be

- effective teaching sustained over time;
- a nationally and/or internationally recognized contribution to the field through research, scholarly work, professional and/or creative activities; as well as
- a record of achievement in service.

For promotion from Associate Professor to Professor, the candidate must declare and demonstrate excellence (as defined by nationally and/or internationally recognized contributions) in at least one of the first two criteria-that is, either in 1) teaching, or 2) research, scholarly work, professional or creative activities. Notwithstanding demonstrated excellence in at least one of the first two criteria, performance must be at an acceptable level in the remaining criteria for a positive recommendation for promotion to be made.

Teaching

Teaching involves successful instruction both within the University and other post-secondary institutions, as well as the effective supervision of students and the ability to meet the needs of students. Students include undergraduates and graduates, whether enrolled for a degree program or for professional development courses and activities. Assessing the teaching of Candidates will involve using a variety of information, including course outlines, the written, non-anonymous opinions of students, faculty members, and staff, and teaching dossiers.

Each candidate must submit a Teaching Dossier. It shall include a statement of his/her philosophy of teaching and may include a description of teaching responsibilities, course syllabi, assignments, evaluation instruments, samples of student work (with permission), summaries of student evaluations, (e.g., SEEQ's) and evidence of other teaching activities and accomplishments. Information and resources on the preparation of a Teaching Dossier are available from University Teaching Services.

As examples, effective performance in teaching may be demonstrated by:

- the discharge of teaching responsibilities and related duties in accordance with established policies and procedures,
- sharing in the teaching responsibilities of the Candidate's department and/or faculty,
- the teaching of teachers or other professionals outside the University of Manitoba,
- the supervision of undergraduate student teaching or other professional practica offered by the Faculty, with due regard to the needs of students and the public relations aspects of such work in schools,
- the counseling and supervision of graduate students, and membership on thesis committees and examining committees for students in the comprehensive program,
- continued efforts to enhance teaching effectiveness and to incorporate into one's teaching new developments in theory and practice as these evolve, and/or
- contributions to course design or program development.

In addition, where they are not already addressed by the points above, a review of the faculty member's teaching will consider as many of the following components as are relevant to the faculty member's assigned duties:

- communication in class and provision of feedback to students,
- course organization,
- appropriateness of materials and evaluation procedures,
- variety and versatility,
- creativity and innovation,
- effectiveness in student supervision and advising,
- collaboration in teaching, course design, or development, and
- awareness and practice of new developments in pedagogy.

Research, Scholarly Work, and Other Professional and or Creative Activities

These activities involve the advancement, integration, or application of knowledge in published or

unpublished works, in performed works, and in creative activities or products of a visual, dramatic or artistic form. Efforts shall be made to evaluate the quality, significance, and originality of a Candidate's research, scholarly works, and creative activities.

In general, an activity will be considered scholarly if it meets the following criteria.

- (a) The activity or work requires a high level of discipline-related expertise.
- (b) The activity or work is conducted in a scholarly manner with:
 - clear goals,
 - adequate preparation, and
 - appropriate methodology.
- (c) The activity or work and its results are appropriately documented and disseminated. This reporting should include a reflective component that addresses the significance of the work, the process that was followed, and the outcomes of the research, inquiry, or activity.
- (d) The activity or work has significance beyond its immediate context. That is, the activity or work:
 - breaks new ground or is innovative, or
 - can be replicated or elaborated.
- (e) Both the process and product of the work or activity and its results are reviewed and judged to be meritorious and significant by a panel of one's peers.

Achievement in research, scholarly work, and other professional and creative activities may be demonstrated in many ways, including but not limited to:

- the publication of books or monographs, or contributions to edited books,
- the preparation of papers which appear in refereed journals or published conference proceedings,
- the presentation of papers to learned societies or professional associations,
- the writing of papers which are published in non-refereed or professional journals,
- making a recognizable contribution to curriculum development,
- participating in action research or other activities which are directed toward improved educational practice,
- professional innovation of other sorts,
- contributions to the development of exemplary professional practice,
- participation in the process of program evaluation and/or school restructuring,

- efforts at making learning environments more inclusive,
- exploring technological implementation both within the faculty and in schools,
- contributions to public policy,
- authorship or editorship of studies or reports,
- evidence of success in receiving grants,
- editing of journals, and/or
- participating in performances or exhibitions in the creative arts.

In the evaluation of the Candidate's contribution, lesser weight shall be accorded to research, scholarly work and creative activity in progress.

This list of specific activities is illustrative, not exhaustive, of endeavours that may be evaluated to determine the Candidate's achievements in research, scholarship, and other professional and creative activities.

Three factors are especially important in this evaluation. First, evidence of peer review is a strong indicator of quality, significance, and originality. Please refer to Appendix F for further definitions of the peer review process. Evidence of peer review may take many equivalent forms, including but not limited to:

- books and contributions to books reviewed by other scholars in the Candidate's disciplinary area of expertise accepted for publication,
- peer refereed journal articles accepted for publication,
- conference presentations accepted through a competitive peer review process,
- peer review of grant applications,
- peer review of performed works, creative activities, or artistic products, and
- peer review and acceptance of curricula and other learning resources.

Second, evidence of dissemination in prestigious places is a strong indicator of quality, significance, and originality. Evidence of such dissemination may take many forms, including but not limited to:

- invitation to make a keynote or headline presentation,
- awards or other forms of honorary recognition for a publication, presentation, performance, display, or achievement,
- publication in a significant journal in the Candidate's disciplinary area,
- presentation at a significant conference in the Candidate's disciplinary area,

- performance or display in a significant venue in the Candidate's disciplinary area, and
- use of curricula or other learning resources, developed by the Candidate, in appropriate educational settings.

Third, evidence of impact is a strong indicator of quality, significance, and originality. Evidence of such impact may take many equivalent forms, including but not limited to:

- citation or reference of the Candidate's work in the works of other scholars,
- invitation to publish, present, perform, or display new work,
- peer feedback after publication, presentation, performance, or display,
- requests to republish, re-present, re-perform, or re-display previously disseminated works,
- feedback with respect to curricula or other learning resources, developed by the Candidate, by students or educators, and
- peer requests for information after publication, presentation, performance, or display.

Service

Consistent with their primary responsibilities in teaching and research, scholarship and professional and creative activities, faculty members shall engage in service activities within and outside of the University. Efforts shall be made to assess the quality and impact of the Candidate's contribution to service. In general, the committee will attempt to take into account:

- (a) the amount and quality of work involved in each service activity,
- (b) the relevance of the service activities to the Candidate's disciplinary area, the department and/or University, and
- (c) if the work was non-remunerated or remunerated (excluding expenses or honoraria).

Service may be demonstrated by, for example:

- participation in university, faculty, departmental, and staff committees,
- carrying major responsibilities in professional associations or organizations of a local, provincial, national, or international nature,
- membership on committees, task forces, or advisory councils for organizations or professional associations,
- service with professional or other organizations as a consultant, and

- acting as a guest speaker, panelist, workshop leader, or resource person for programs or meetings conducted by educational institutions, or professional associations or organizations of a local, provincial, national, or international nature, and
- service with professional associations or community organizations of an educational nature, broadly defined.

2. External Assessors

a. Promotion from Assistant Professor to Associate Professor

In the case of an application for Promotion to the rank of Associate Professor, Assessors external to the Faculty will not be required.

b. Promotion from Associate Professor to Professor

In the case of Promotion to Professor, a total of FIVE (5) names for External Assessors, normally themselves at the rank of Professor, will be proposed by the Candidate of which at least TWO (2) should be affiliated with an institution external to Manitoba. The Candidate and External Assessors shall not have directly collaborated on any scholarly or professional work within the last 5 years from the date of application for Promotion (please refer to Appendix E for the External Assessor declaration of ability to provide an independent assessment). A minimum of three (3) of the suggested External Assessors will be contacted by the Chair of the Promotion Committee. [At its discretion, the Promotion Committee may choose two (2) External Assessors other than those suggested by the Candidate, but it shall only do so in consultation with the Candidate]. The total number of External Assessors contacted shall not exceed five (5). Please see Appendix E for a sample letter sent by the Dean to external assessors.

The External Assessors will be provided with the Promotion material (Promotion: Guidelines, Article 20 UMFA, Part A) including a selection of scholarly works submitted to the Committee by the Candidate and will be asked to comment on the Candidate's record of scholarship, and whether such record is sufficiently meritorious to justify promotion. Candidates shall have no contact with any of the External Assessors during the promotion process.

3. Effective dates and deadlines

The following time-lines outline the major events involved in promotion processes and their approximate dates. Note that the schedule may be subject to variation depending upon calendar dates, and specific administrative and Collective Agreement arrangements.

a. Application for Tenure and Promotion in the same year.

In those cases where an application for Promotion from Assistant to Associate Professor is made in the same year as an application for Tenure, the Candidate shall so indicate in the notification initially required (see Appendix C for Part A for Tenure/Promotion in the same year). Consideration of a Candidate's Tenure application shall be dealt with first (per the relevant Guidelines, Procedures and Criteria regarding Tenure), and then the Candidate's Promotion shall be considered.

b. When an application for Promotion has been made:

Before applying for Promotion, the Candidate shall first consult with her/his Department Head and Dean. 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 request is to be communicated by the candidate in a written request to the Dean.

The Promotion application shall be initiated by the Department Head requesting a duly completed Part A from the Candidate, or by the Candidate submitting a duly completed Part A form to the Department Head. The Department Head shall transmit this form to the Dean.

In accordance with the Collective Agreement, all Promotion proceedings shall normally commence not later than September 15 and be completed by April 30th of the following year, with the actual Promotion taking effect on 30th March of the calendar year following the calendar year in which the application is submitted.

Date	
By June 1	Faculty indicate intention to apply for promotion to Department Head and Dean
By June 15 (or as soon as possible thereafter)	Dean establishes Faculty Based Nucleus Promotion Core
By July 1(or as soon as possible thereafter)	Department representatives elected to Promotion Committee(s)
By July 15	Receipt of Part A form delivered by candidate to Dean's Office (see Appendix C for Part A form)
At least one month prior to the initial meeting	Receipt of supporting materials not previously delivered to the Dean's Office
Normally by October 20	Promotion Committee holds first meeting. The Dean notifies candidate at least five working days prior to the date of the start of the promotion hearings. External assessment letters and letters of recommendation from faculty and students are solicited (see Appendix E for sample letters to external assessors)
Normally by November 20	Receipt of letters from External Assessors. Dean provides candidate with a letter at least 5 working days prior to the second meeting listing any clarification the Committee requests. This letter also invites the candidate to meet with the Committee, at a mutually agreeable time, and make a presentation related to the promotion criteria. The candidate is notified that a question and answer dialogue will follow the presentation and the letter outlines any areas that the Committee wishes the candidate to address (see Appendix D for a sample letter)
Normally by November 30	Promotion Committee holds second meeting to review Assessors' letters and letters of recommendation from faculty and students, to review supporting materials, and draft up a list of questions for the Candidate
Normally by December 10	Promotion Committee meets with Candidate and holds third meeting, sets a back-up date in the event a follow-up meeting is indicated
Normally by January 10	Committee meets for final deliberation
mid-January	Promotion Committee forwards its Recommendation to the Dean's Office by approximately January 20
January 31	Last day for submission of Promotion recommendations to the Vice-President (Academic) and Provost from the Dean's Office (see Appendix B for the checklist to be completed by the Dean's office)

* Note: Dates that fall on a non-work day in the above schedule shall be interpreted as the last preceding work day.

3. Promotion Support Materials

- Candidates for Promotion 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 colleagues who have recently prepared successful Promotion packages. At the time s/he submits the duly completed Part A form, it shall be the Candidate's responsibility to provide comprehensive supporting documentary evidence with respect to teaching, scholarship, and service that s/he wishes to be taken into consideration, and which the Candidate believes would assist the Committee in its deliberations. If the Committee so chooses, it may seek additional information and shall, in writing, inform the Candidate of its request. The Candidate must:
 - provide **curriculum vitae**, in addition to completing **Part A**. (Please refer to the VP Academic website for the current Part A form:
http://umanitoba.ca/admin/vp_academic/forms.html#promotion)
 - prepare a **Statement Regarding Scholarly Work, Teaching and Service** which summarizes and synthesizes her/his approach to these activities and projected future directions.
 - submit a **Teaching Dossier** (which should include a statement on her/his philosophy of teaching and may include a description of teaching responsibilities, course syllabi, assignments and evaluation instruments, samples of student work, summaries of student evaluations, and evidence of other teaching activities and accomplishments). No anonymous materials (e.g., unsigned student comments on the SEEQ forms) shall be included. Information and resources on the preparation of a "Teaching Dossier" are available from University Teaching Services.
 - submit a **Scholarship Dossier** which should include a statement concerning her/his program of scholarship and research, as well as evidence of the Candidate's scholarly work, current (in-progress) activities, and projected future scholarly activities.
 - submit a **Service Dossier** which should include a statement detailing her/his service contributions within and without the university. Service to the wider community must be shown to be connected to the Candidate's area of academic competence.
- a. Candidates applying for Promotion from Assistant Professor to Associate Professor
Candidates applying for Promotion to Associate Professor should provide one (1) full set of Promotion materials for review by the Promotion Committee.
- b. Candidates applying for Promotion from Associate Professor to Professor
Candidates applying for Promotion to Professor should provide one (1) full set of Promotion support materials for review by the Promotion Committee and enough copies of representative works, usually three to five key contributions to submit to each External Assessor for her/his assessment of the Candidate's Research and scholarship.

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 of scholarship as per her/his assigned duties over the duration of the assessment period. Recognizing that there are limitations to what an external 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 and statements related to overall assigned duties.

5. Establishment of the Committee for Promotion

For each candidate for promotion, a Promotion Committee shall be formed by July 1 of each year [or as soon as possible thereafter.]

By June 15 of the academic year prior to the academic year in which any member of the Faculty is to be considered for promotion, the Faculty shall initiate establishment of a Faculty-based Promotion Nucleus Core (FBPNC) for the whole Faculty.

Composition of Each Promotion Committee

The Faculty Based Promotion Nucleus Core shall be elected by the academic staff members with faculty rank.

- One tenured faculty member who holds the rank of Professor or Associate Professor shall be elected from the Department of Curriculum, Teaching and Learning (CTL).
- One tenured faculty member who holds the rank of Professor or Associate Professor shall be elected from the Department of Educational Administration, Foundations and Psychology (EAFP).
- One tenured faculty member who holds the rank of Professor shall be elected at-large. If the members elected to the FBPNC as above are of the same gender, then the faculty member at-large shall be chosen from the list of eligible tenured faculty members of the opposite gender. If no person on the list of eligible tenured faculty members of the opposite gender holds the rank of Professor, then the tenured faculty member elected may hold the rank of Associate Professor.

All candidates for promotion are eligible to vote for faculty members who, by election, become members of promotion committees. However, they shall not be permitted to nominate or second nominations for any election, nor shall any candidate be allowed to remove any member of any committee.

Normally, by July 1 of the academic year in which a promotion consideration is requested, two tenured faculty members shall be added to the FBPNC for each candidate so as to constitute, in each case, a Promotion Committee of five voting members. These additional members shall be elected by, but not necessarily from, the department of the Candidate(s) being considered for promotion.

Where possible, the majority of the voting members of the promotion committee are to be persons from the candidate's department who have the expertise to judge the achievements of the candidate.

- The two tenured faculty members for each Promotion Committee shall be elected by, but not necessarily from among, the academic staff members with faculty rank in the Department of the candidate and they shall each hold a rank which is at or above the rank applied for by the candidate. Elections shall be conducted by way of a printed ballot.
- The Head of the Department shall be a member of the Promotion Committee established for the candidate or candidates in her/his Department and shall serve in a non-voting capacity.
- The Dean or her/his delegate shall be the Chair of each Promotion Committee and shall serve in a non-voting capacity.

Quorum for Tenure and Promotion Committees

The quorum for all tenure and promotion committees shall be the Chair and all voting members.

Conflict of Interest

All Promotion Committee members are expected to declare any conflict of interest. Candidates also have the right to challenge membership on the Committee of individuals for cause. "**Conflict of interest**" means generally any situation in which a Committee member has or promotes an interest which results in or may be perceived to result in, an interference with objectivity, or gives the Committee member an advantage, benefit or material gain.

Procedures:

General Consideration

Prior to the first meeting, the Dean writes the notice of appointment to all members of the Promotion Committee and the Committee Chair. The Chairperson shall then write to all members of the Promotion Committee, informing them about the time and place of the first meeting, and asking them to study thoroughly (and keep confidential) the material provided to them by the Candidate, and by faculty members and students. Each Candidate shall be notified in writing of the start date of his/her Promotion hearing at least five (5) working days in advance of the first meeting.

- i. The Committee's deliberations are confidential.
- ii. The Chair is responsible for managing the Promotion Committee's deliberation processes, taking minutes of meetings and writing Committee correspondence.

Department-level procedures

While a period of time before which full-time tenured faculty may apply for Promotion cannot be precisely defined because of individual differences, potential candidates are reminded that according to the Collective Agreement 20.A.1.1 "promotions from one rank to another shall be based upon the contribution that the faculty member has made to his/her discipline and to his/her department, faculty/school and the University at his/her current rank over a period of time taking into account the criteria and weightings established by the dean/director". Normally achievements primarily while at rank will be considered during the promotion procedures. However, Committees, particularly for consideration of Promotion to Full Professor, generally would consider an individual's entire contribution when making the recommendation.

- i. A Promotion consideration may be initiated by the Candidate submitting a duly completed Part A Form to his/her Department Head. The Department Head shall transmit this form to the Dean.
- ii. The matter of Promotion shall be discussed by the Department Head and the Dean, and by the Dean and the Candidate, prior to the commencement of Promotion proceedings.
- iii. A Candidate seeking consideration of Promotion may withdraw his/her application for Promotion by notifying the Dean or his/her designate (Chairperson) in writing, at any time up to the meeting of the Board of Governors in which the recommendation for Promotion is to be considered.

Faculty-level procedures

- i. Before making a recommendation regarding Promotion, each Promotion 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 Promotion Committee (see Appendix E for a sample letter). 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.
- ii. The non-voting Chair of the Promotion Committee 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.
- iii. The Chair will remind Committee members that the meetings are confidential.
- iv. 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, and in agreement with the Candidate, University and Association.
- v. The Chair shall conduct all correspondence with External Assessors.
- vi. Both the Department Head and the Candidate will receive a copy of each External Assessor's report within 10 days of receipt by the Chair. The Candidate will not be told the name of the writer, and the Candidate's copy of the report will have any clear means of identifying the author deleted.
- vii. At the first meeting of a Promotion Committee, members will have reviewed the Candidate's application and supporting materials and will identify any areas or questions that require further clarification. Requests for further information shall be conveyed in writing by the Chair to the Candidate.
- viii. The Candidate will have an opportunity to meet with the Promotion Committee. The Chair, in consultation with the Candidate, shall establish the date for the meeting with the Promotion Committee.
- ix. If a Promotion Committee is unable to make a positive recommendation as a result of its deliberations, the Chair of the Promotion Committee shall so inform the Candidate in writing. The written notification shall indicate in general terms the area(s) of concern the Committee will wish to discuss and provides for a meeting of the Chair and Candidate. The Candidate will be provided with a reasonable amount of time to seek advice, solicit opinion and provide further documentation in order to prepare for such a meeting, and for another opportunity to meet with the Committee.
- x. All Committee members shall declare their votes verbally with the opportunity to provide supporting comments. The results of voting will be recorded, though (as with all the proceedings of the Promotion Committee) they are to be kept strictly confidential. Prior to the vote being taken, the Chairperson 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.

- xi. The Promotion Committee shall evaluate the application and supporting evidence and shall make its recommendation to the Dean. The Chairperson shall report in writing all recommendations together with the specific reasons related to the criteria and weightings established by the Faculty of Education, to the Candidate, Department Head, and the Dean.
- xii. 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 of the Candidate's Department shall make a recommendation on Promotion to the Dean for each faculty member who has submitted a duly completed Part A Form and has not subsequently withdrawn it. The recommendation of the Department Head shall relate to the criteria and weightings established by the Faculty of Education. The Department Head shall deliver a copy of the recommendation and reasons to the Candidate.
- xiii. 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 Education. The Dean shall deliver a copy of the recommendation and reasons to the Candidate.
- xiv. The Dean shall transmit the Promotion Committee's recommendation, hers/his own recommendation, and that of the Department Head to the Vice-President (Academic) in sufficient time to allow the Candidate to meet with the Vice-President (Academic), should the Vice-President (Academic) so desire, prior to the President advising of his/her recommendation to the Board of Governors.

University-level procedures

- i. If the recommendation of the Department Head, Dean or the Vice-President (Academic) is different from that of the Promotion Committee, then s/he shall advise the Promotion 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 s/he intends to forward to the Board, along with the specific reasons, related to the criteria and weightings established pursuant to Article 20 of the Collective Agreement, for the negative Promotion 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.

Promotion for Members Holding Instructor Positions

Composition of Promotion Committees

For each candidate for promotion, a Promotion Committee shall be formed on or before (July 1) of each year [or as soon as possible thereafter.] This committee shall consist of the following members.

- (a) a nucleus of two tenured faculty members of the rank of Associate Professor or Professor (exclusive of the Dean, Associate Deans, Department Heads) elected by and from the

department of the candidate;

- (b) three members holding either tenured or continuing appointments (exclusive of the Dean, Associate Deans, and Department Heads) elected by and from the department of the candidate; and, where possible, at least one of these departmental members shall hold the rank of instructor; and
- (c) the Head of the candidate's department, who shall be a non-voting member;
- (d) the Dean of the Faculty or his/her designate who shall be the non-voting Chairperson of each promotion committee.

In cases where all members under (a) above are of the same gender, one of the persons elected according to the provision in (b) will be of the opposite gender.

In the event that more than one Instructor in a department should seek promotion in the same year, those individuals elected under (a) would continue to constitute the committee's nucleus portion and a further election [s] would be conducted to complete the membership required under (b).

Criteria and Weightings

For promotion from Instructor I to the rank of Instructor II, the candidate must normally hold a Master's degree or its equivalent and must have had five or more years of experience in a university or equivalent position. The candidate must also have established competence in teaching and must have demonstrated ability for service.

For promotion from Instructor II to the rank of Senior Instructor, the candidate normally must hold a doctoral degree or its equivalent and must have had a total of ten or more years of experience in a university or equivalent tertiary level position. The candidate must also have established effective teaching sustained over time and must have a record of achievement in service sustained over time.