

DEPARTMENT OF GENDER, SEXUALITY, AND WOMEN'S STUDIES

Constitution

Table of Contents

I.	<u>The Department</u>	
A.	Voting Membership	2
B.	Quorum and Voting Procedure	2
C.	Departmental Meetings	2
D.	Responsibilities of Departmental Meeting	3
E.	Department Chair	3
F.	Committees	4
G.	Tenure and Promotion Committee	4
H.	Undergraduate Curriculum Chair	4
I.	Undergraduate Curriculum Committee	5
J.	Graduate Program Chair	5
K.	Graduate Program Committee	5
L.	Ruth Wynn Woodward Steering Committee	6
M.	Amendment of the Constitution	6
II.	<u>Faculty Matters</u>	
A.	Appointment Procedures	7
B.	Renewal, Promotion & Tenure: Policies & Procedures	9

CONSTITUTION

I. The Department

A. Voting Membership

1. All continuing faculty holding full or joint appointments in Gender, Sexuality, and Women's Studies as defined by University Academic Policies A11.01 and A12.01 and including Professors Emeriti;
2. Other SFU faculty members named by the Department including but not limited to Associate Faculty and Adjunct Faculty;
3. Sessional and Limited Term instructors in Gender, Sexuality, and Women's Studies during the term of their appointment;
4. Gender, Sexuality, and Women's Studies support staff and the Department Manager;
5. Two graduate students, selected by and from the graduate students enrolled in the Gender, Sexuality, and Women's Studies graduate program annually. Preferably one MA representative and one PhD representative.

B. Quorum and Voting Procedure

1. The normal body for governance is the Departmental Meeting.
2. A quorum of five (5) of the voting membership of the Department is sufficient for meetings;
3. Votes on motions will be decided by a simple majority of voting members of the Department present;
4. However, in the event of a motion which proposes a significant financial, pedagogical or staff change, sufficient notice is required. The Chair shall consider a first reading with a second reading and vote to occur at the next department meeting. Such decisions shall be made by simple majority vote of eligible members unless otherwise stipulated in this constitution or university regulation;
5. Electronic ballots to the Department Manager are accepted and deemed confidential unless otherwise indicated;
6. Departmental members are eligible to be present for the discussion and vote on all issues except those which involve appointments and confidential matters about themselves or other students, or other matters reserved for continuing full time faculty as governed by University rules and regulations.
7. Matters with respect to confidential Human Resource, appointment, workload or other issues may be discussed in a closed portion at the end of the regular meeting and shall have separate minutes.

C. Departmental Meetings

1. Shall be scheduled at a time convenient to voting members;
2. Shall be held at regularly scheduled times;
3. Normally shall occur at least twice a semester, or at the discretion of the Department;
4. Normally shall be called by the Chair, but may be called by any voting member of the Department, who must submit an agenda at the time of calling the meeting;
5. Normally shall be Chaired by the Department Chair or acting Chair unless the voting members of the Department select another Chair;
6. Shall have a written agenda submitted to the Department at the time the meeting is called. Voting members may add agenda items either when the meeting is called or at the meeting itself. These items normally shall be considered under new business unless they pertain to issues already on the agenda.
7. Shall adhere to the principles of Robert's Rules of Order.
8. Normally shall be open to any member of the University community who may participate in the discussion but not in the voting.
9. The Department may decide to hold a closed meeting or a closed session of continuing faculty members in a Departmental meeting to discuss confidential matters pursuant to University policy .
10. An Annual General Meeting and "Advance" is held once a year normally in the Spring;
11. Minutes shall be kept and copies provided to each member of the Department.

Departmental members are expected to attend all Departmental meetings except on designated semester leave or indicate their absence for research in advance to the Chair.

D. Responsibilities of the Departmental Meeting

These shall include but not be limited to:

1. Policy decisions on matters which affect the Department as a whole;
2. Delegating and supervising the administration of the Department;
3. Approving budget allocations for special events;
 - a) Approving speakers and/or special events sponsored and/or co-sponsored by the Department in the community and at the University;
4. Approving policy, new courses and programs, administrative procedures and visiting scholars;
5. Recommending candidates for appointment to limited term positions according to Section II, Appointment Procedures;
6. Recommending candidates for appointment to tenure track positions according to Section II, Procedures for Academic Appointments;
7. Approving the strategic plan for the Endowed Chair & selection of appointments to the Chair in accordance with Section II, Appointment Procedures;
8. Establishing a Tenure and Promotion Committee according to University policies;
9. Selecting a Department Chair according to University policies;
10. Approving appointments to Undergraduate and Graduate Chair positions;
11. Selecting Gender, Sexuality, and Women's Studies representatives to University committees;
12. In the case of joint searches with other departments or programs, naming two faculty members of the Department, one of whom normally shall be the Gender, Sexuality, and Women's Studies Chair, as members on Joint Search Committees. All decisions of Joint Search Committees shall be submitted to the Department for approval;
13. Creating ad hoc committees to deal with matters not covered by standing committees.

E. Department Chair

Selection of the Chair shall be done in accordance with University policy A 13.02, for either a three year or five year term. The Chair's responsibilities are to oversee the general operation of the Department in the interests of students, faculty and advancing research in the Discipline as enumerated in A13.02, section 3 but additionally include:

1. Chairing the Tenure and Promotion Committee and Appointments Committee;
2. Serving as an ex-officio member of the Undergraduate and Graduate Committees;
3. Calling and conducting Departmental meetings;
4. Mediating disputes within the Department;
5. Adjudicating course grade appeals in accordance with University policy T 20.01;
6. Mediating student complaints according to Guidelines for Student Complaints, available from the Department Manager;
7. Maintaining the quality of instruction, assigning and overseeing instructor workloads;
8. Appointing an acting Chair for brief periods when the Chair must be absent;
9. Forwarding decisions of the Department to the appropriate committees and University administrators;
10. Ensuring that all information concerning the Department is made known to and acted on by the Department;
11. Forwarding requests for speakers, guest lectures and special events etc. to the Department for action;
12. Representing the Department on University committees as directed by the Department;
13. Conducting the day to day business of the Department;
14. Approving course scheduling in consultation with the Undergraduate Curriculum Chair and the Department Manager;
15. Providing orientation for new faculty and sessional instructors;
16. Summarizing student evaluations of sessional instructors;
17. Consulting members of the Department before making a significant decision committing the Department to a course of action, in the event that a meeting cannot be called before such a decision must be made. Whenever possible, however, decisions shall be postponed until a Department meeting can be held;
18. Consulting about the needs and responsibilities of the Ruth Wynn Woodward professor;
19. Conducting all departmental referenda and secret ballots and maintaining the eligible voter's list;
20. Producing an annual report and budget;
21. Directing Departmental strategic planning in the context of FASS and University Strategic Planning cycles;
22. Leading internal self-study processes for External Review;
23. Representing the Department in University and Nation-wide disciplinary associations.

F. Committees

The Department may create Standing or Ad Hoc Committees. The Standing Committees are: The Tenure and Promotion Committee, the Undergraduate Committee, the Graduate Committee and the Ruth Wynn Woodward Endowment Steering Committee.

G. Tenure and Promotion Committee

1. Composition and responsibilities of this committee are determined by University policies A11.02 (Promotions), 11.03 (Renewal, Tenure and Promotions) and 11.04 (Tenure and Promotion and Faculty Review Committees Policy).
2. The Tenure and Promotion Committee (TPC) will be elected each April by the continuing faculty of the Department. All members will serve one year terms from May 1 to April 30 of the following year.
3. Membership in the TPC shall consist of the Chair of the Department and six full-time tenure track Faculty members, normally including one Assistant Professor, at least one and no more than three Associate Professors and at least one and no more than three Professors, with full and joint appointments to the Department in the majority. The Chair of the Department chairs the TPC.
4. A faculty member whose tenure or promotion case is being considered is ineligible. A faculty member whose biennial review is being considered shall absent themselves from the deliberations of the case.
5. The Committee advises the Chair on the allocation of Career Progress Increments.
6. The deliberations of the Committee shall be strictly confidential. Consistent with the provisions of University Policy 11.03, the candidate has the right to anonymized versions of the original letters and of the covering letter sent to the referees.
7. TPC guidelines will be revised or re-ratified every three years by the Committee.

H. Undergraduate Curriculum Chair

The Undergraduate Curriculum Chair is appointed for a two year term and includes the position of Academic Integrity and Research Ethics Advisor. The Department Chair shall request nominations for the position of Undergraduate Chair. If there is only one nominee, a ratification vote shall be held. If there is more than one nominee, there will be an election. All voting members (Section A) can vote for the Undergraduate Curriculum Chair except the graduate student representatives. During a two year term, the Undergraduate Curriculum Chair shall receive at least one course release, subject to budget approval.

The Undergraduate Chair:

1. Calls and chairs meetings of the Undergraduate Curriculum Committee
2. Approves course outlines and requirements;
3. Maintains student standards concerning pedagogy, grading and workload;
4. Reviews student evaluations of courses and instructors as necessary;
5. Supervises the quality of course content, teaching and grading practices;
6. Approves designation of courses outside the Department of Gender, Sexuality, and Women's Studies credit on a permanent or one-semester basis;
7. Approves transfer credit from other institutions;
8. Represents the Department on the Faculty and University Undergraduate Curriculum Committees and on Inter-university or college articulation committees;
9. Approves individual readings and research courses upon proposal by the student with the agreement of a supervising faculty member;
10. Liaises with the chair of the undergraduate student caucus and promotes undergraduate participation in Departmental governance;
11. Liaises with the FASS Co-op program;
12. Reviews recruitment and retention strategies to improve student satisfaction;
13. Nominates GSWS undergraduates for university-wide awards;
14. Develops a rolling 6 semester undergraduate curriculum plan, complete with enrollment targets in consultation with the Department Chair and Manager;
15. Reports at each Departmental meeting, and issues an annual review at the Advance.

I. Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall consist of the Undergraduate Curriculum Chair, the Department Chair ex officio, the Department Manager, one other faculty member appointed for two years, and one undergraduate student representative appointed each year. The Undergraduate Program Committee shall meet as necessary and is responsible for:

1. Advising the Undergraduate Chair
2. Developing new curriculum proposals to bring forward to the department;
3. Bringing policy, administrative, and course and program change recommendations to the Department for approval as necessary;
4. Reviewing policies for selection of sessional instructors and making recommendations to the Department Chair.

J. Graduate Program Chair

The Graduate Program Chair is appointed for a two year term. The Department Chair shall request nominations for the position of Graduate Program Chair. If there is only one nominee, a ratification vote shall be held. If there is more than one nominee, there will be an election. All voting members (Section A) can vote for the Graduate Program Chair except the student representatives. During a two year term, the Graduate Program Chair may alternate with one release per year with the Undergraduate Chair, subject to budget approval.

The Graduate Program Chair:

1. Calls meetings of the Graduate Program Committee;
2. Represents the Department on Faculty and University Graduate Committees;
3. Takes day to day responsibility for the graduate program;
4. Consults with the Department Chair and Manager on a 6 semester graduate curriculum plan which is annually approved at the Advance;
5. Serves as senior supervisor for all students in the course-intensive MA option;
6. Chairs or delegates a chair for all defences, and organizes examinations for the course option students;
7. Reports the decisions of the Graduate Program Committee to the Department;
8. Brings forward recommendations from the Graduate Program Committee for approval by the Department;
9. Makes committee members aware of University policies governing the work of the Committee;
10. Approves the scheduling of courses in consultation with the Department Chair and Departmental Assistant;
11. Approves the supervisor and examining committee for each candidate for the degree;
12. Informs new students of the standards of the program with respect to pedagogy and grading requirements;
13. Designates courses outside the Department for Gender, Sexuality, and Women's Studies credit on the advice of senior supervisors;
14. Chairs graduate admissions and consults to ensure adequate supervisory capacity;
15. Advises students and ensures orientation of incoming cohorts and new senior supervisors;
16. Consults with the Department Chair on allocation of all Graduate Fellowships, Sessional and TA/TM appointments;
17. Represents the Department on all Faculty and University Graduate Committees;
18. Adjudicates applications for scholarships, other merit based awards and allocates travel awards.

K. Graduate Program Committee

The Graduate Program Committee shall consist of the Chair of the Graduate Program, the Graduate Secretary, at least one other faculty member, the Chair ex-officio and a graduate student representative. The graduate student representative will not take part in matters concerning confidential information about students. The Graduate Program Committee shall meet regularly and is responsible the following:

1. Regular examination of the existing curriculum, approval of course outlines and requirements;
2. Review of the progress of individual students;
3. Advice on the selection and ranking students who will be recommended for research grants, scholarships, fellowships and awards, etcetera except where time constraints prohibit the committee meeting in which case the Graduate Program Chair will make the decisions;
4. Advice on policies with respect to appointing teaching assistants and tutor markers, according to Section II, Appointment Procedures;

5. Reviewing the operation of the graduate program and developing policy, administrative, and course and program change recommendations for the Chair to bring forward to the Department for approval as necessary;
6. Recommending procedures concerning teaching credit for graduate courses and supervision for the Graduate Program Chair to bring forward as necessary to the department.
7. Advising the Graduate Chair on the policies with respect to adjudication of admissions.

L. Ruth Wynn Woodward Steering Committee

The role of the RWW Steering Committee will be to ensure on-going accountability of the Endowment and to promote the visibility of the RWWP program in GSWS and the broader academic and feminist communities. The Committee will be responsible for the review of this three-year proposal and the development of the next three-year plan and recommendations year to year for the direction of the search, and selection of the RWWP appointment. The composition of the Steering Committee includes one member from the Graduate Committee usually the Grad Chair, one Associate, one graduate representative and the Chair of the Department.

The terms of reference for the Steering Committee include the following duties:

1. Recommend a three year plan for the RWWP program for ratification by the Department;
2. Review annual reports and progress towards the three year plan;
3. Review annual budgets for the Chair's program;
4. Review and recommend the advertisement for the Chair to the Department, subject to University policies;
5. Review the applicants for Chair, create a short list, interview candidates and submit the recommendation; for appointment to the Department for ratification subject to normal appointments policy when applicable
6. Assist in orienting the incoming chair and mentoring the Chair as needed;
7. Meet at least once a year;
8. Advise on various matters that may be submitted to the department;
9. Advise and receive a copy of grant applications and research projects submitted by the staff and the researchers associated with the Chair including relevant ethics approval where appropriate;
10. Ensure archival maintenance and records.

M. Amendment of the Constitution

Amendment of the Department Constitution shall require written notice of four weeks prior to a regular meeting of the Department at which discussion of the proposed amendment is undertaken. Alteration of the Constitution shall require an affirmative vote of two-thirds of eligible continuing faculty Departmental members including referendum votes of absent faculty with continuing appointments.

II. Faculty Matters

A. Appointment Procedures

1. Procedures for Academic Appointments to Limited Term & Tenure-Track Positions in Gender, Sexuality, and Women's Studies; pursuant to University Policies A 10.01 and A 11.01.

Definitions:

Appointments Committee is the Gender, Sexuality, and Women's Studies hiring committee;

Joint Search Committee is a joint committee struck between Gender, Sexuality, and Women's Studies and another department for a joint appointment.

Selection Committee will select candidates for limited-term appointments.

- a) Composition of the Appointments Committee

Consistent with the Gender, Sexuality, and Women's Studies' Constitution, the Department is responsible for determining the strategic direction for faculty renewal via the Department's Three Year Plan. Once positions have been authorized by the Dean of Arts and Social Sciences, the Department is responsible for electing the appointments committee and ratifying the final recommended candidate. The Appointments Committee recommends to the Department candidates for appointment to the faculty as limited term, or tenure track appointments. Specifically, the Appointments Committee shall be composed of the Chair, two continuing faculty members in the Department, one staff member, one associate faculty member and one graduate member-elect. Faculty shall be in the majority, and the Chair is a voting member.

b) Composition of the Selection Committee

The Selection Committee, which deals only with limited-term appointments, will be composed of the Departmental Chair, two elected faculty members, a staff member and a graduate student.

c) Duties of the Appointments Committee

- i) Shall formulate requests for appointments and shall forward these through the Chair;
- ii) Shall approve advertisements calling for applications;
- iii) Shall review applications and select candidates to be interviewed;
- vi) Shall interview candidates;
- v) Shall arrive at a ranking of candidates and forward this through the Chair;
- vi) Shall ensure compliance with Policy A 10.01.

d) Duties of the Selection Committee

Shall review and select a short-list of candidates for limited-term appointments, to be approved by the Department.

e) Composition of the Joint Search Committee

Consistent with the Gender, Sexuality, and Women's Studies' Constitution, the GSWS Component of the Joint Search Committee shall consist of two continuing faculty and normally one of these two will be the chair of the department.

f) Duties of the Joint Search Committee

- i) Formulates an advertisement and a list of publications, departments, and institutions in which to place the advertisement. The advertisement and placement list shall be submitted to the Gender, Sexuality, and Women's Studies Department and the Dean of Arts and Social Sciences for approval before the advertisement is sent out;
- ii) Organizes the sharing between the departments of responsibilities regarding advertisement placement, applicant files, acknowledgements, interview scheduling, etcetera, once required approvals are obtained;
- iii) Brings to the Department, immediately after the deadline for applications, all applicants' files for review and selection of a long short-list of possible candidates;
- iv) Requests letters of recommendation and any other relevant documentation for candidates on the long short-list.

g) Selection Procedures

- i) Once the long short-listed dossiers are complete, the Gender, Sexuality, and Women's Studies Appointments Committee shall establish a short-list of candidates. In the case of joint appointments, the Department shall establish a short list of candidates and recommend this to the Joint Search Committee, which shall arrive at a short list of candidates to invite for an interview;
- ii) Candidates normally will be asked:
 - a) To make a formal presentation to the Department on their scholarly work, or on a subject they might teach in the Gender, Sexuality, and Women's Studies Department.
 - b) To give a lecture in a Gender, Sexuality, and Women's Studies class;
 - c) To meet with Grad and Undergraduate Caucus Members as invited;
 - d) To discuss informally during a closed meeting with faculty how they could contribute to the Gender, Sexuality, and Women's Studies Department. To help them answer, the Gender, Sexuality, and

Women's Studies Chair shall provide them with the brochure about the Department, three year plan and information about the teaching and administrative needs of the Department;

- e) To meet with members of the Appointments Committee individually or in groups.
- iii) Members of the Department, any student in Gender, Sexuality, and Women's Studies, and members of the other department in the case of a joint appointment, may attend the research presentation and class lecture. Only continuing faculty members of the Gender, Sexuality, Women's Studies Department shall attend the closed interviews.
- iv) After the interviews, the Appointments Committee shall consider the ranking of the candidates according to their qualifications for the position and make their recommendations to the Department in a meeting together with their rationale.
- v) Eligible faculty members shall ratify the recommended candidate in closed ballot to prove demonstrated support as required under A10.01.
- vi) If the position is in Gender, Sexuality, and Women's Studies alone, the Chair shall then contact the first ranked candidate with an offer contingent on approval by the Dean(s), Vice-President Academic, President and Board of Governors.
- vii) In a joint search, the Joint Search Committee shall meet to decide upon a candidate. When possible, the Gender, Sexuality, and Women's Studies members of the Joint Search Committee shall be empowered to accept a second-ranked candidate in case the other department does not have the same rank order. If the Joint Search Committee cannot reach agreement, the Gender, Sexuality, and Women's Studies members shall bring the matter to the attention of the Gender, Sexuality, and Women's Studies Department and the Dean of Arts and Social Sciences, who shall decide whether to extend the search until a mutually acceptable candidate is found, and mediate the designation of home administrative department. When a joint search is concluded successfully and GSWS designated as the administrative department, the Gender, Sexuality, and Women's Studies Chair shall contact the candidate with the decision.
- h) Recommendation for Appointment
 - i) Upon acceptance of the offer, the Gender, Sexuality, and Women's Studies Chair shall forward to the Dean of Arts and Social Sciences the recommendation of the department and all the supporting documentation required by university policy.
 - ii) In the case of a joint appointment, both the Gender, Sexuality, and Women's Studies Chair and the Chair of the other department shall forward the recommendation with the supporting documentation required by university policy.

2. Appointments to Sessional Positions in Gender, Sexuality, and Women's Studies

- a) Principles for selection among qualified applicants are:
 - i) Normally, candidates who have successfully taught the same or similar courses for Gender, Sexuality, and Women's Studies Department in the past with good to excellent teaching evaluations shall be given priority;
 - ii) Summaries of student evaluations for sessional and limited term instructors shall be kept in each instructor's file and shall be taken into consideration for future appointments;
 - iii) In cases where multiple positions are available, and candidates have applied for more than one position, appointments usually will be distributed to accommodate as many qualified applicants as possible while taking into consideration to financial needs of the existing doctoral cohort;
 - iv) The Chair shall make appointments in consultation with the Graduate, Undergraduate Chair and Department Manager.
 - v) Financial records of support for Graduate Students who serve as sessionals will be kept until their graduation.

3. Procedures for Teaching Assistant and Tutor Marker Appointments in Gender, Sexuality, and Women's Studies

The Graduate Chair in consultation the Department Manager, Undergraduate Chair and Department Chair is responsible for Teaching Assistant and Tutor Marker appointments. Whenever the number of applicants who have priority for appointment, as defined in the TSSU/SFU Collective Agreement, exceeds the number of positions available in a given semester, the Committee may take into account any or all of the following factors in making appointments:

- a) Suitability for particular courses;
- b) Requests from instructors;

- c) Amount of financial support, other than accumulated base units, already received;
- d) Financial need;
- e) Applicants' preferences;
- f) Accumulated TA ratings on course evaluation forms and by instructors;
- g) Level of academic achievement;
- h) Satisfactory progress toward the degree.

B. Renewal, Promotion and Tenure: Policies and Procedures

1. Initiation of Tenure Consideration Proceedings
 - a) Faculty members shall be considered for tenure in accordance with university policies;
 - b) In exceptional circumstances, a faculty member may be considered for tenure prior to the time specified in her/his letter of appointment by making a written request in accordance with university policies;
 - c) As part of the recruiting procedure, the Department Tenure and Promotion Committee may consider prospective faculty members for tenure.

2. General Operating Procedures for Consideration of Tenure
 - a) The faculty member under consideration for tenure is responsible for submitting to the Tenure and Promotion Committee all information she/he deems relevant. The faculty member has the right to add further documentation during the course of deliberations. The faculty member has the right to appear before the Tenure and Promotion Committee and to have her/his work reviewed by external referees named by the faculty member;
 - b) The Tenure and Promotion Committee is responsible for reviewing materials submitted by the faculty member under consideration, interviewing the faculty member, collecting teaching evaluations, and soliciting opinions of external referees in accordance with university policies.
 - c) If the Tenure and Promotions Committee's considerations are moving toward a negative recommendation, the Chair is responsible for informing the faculty member of this so that she/he may submit any further information which might be relevant;
 - d) The Chair will inform the faculty member in writing of the Tenure and Promotion Committee's recommendation and summarize the reasons for this decision;
 - e) A faculty member may appeal any recommendations of the Tenure and Promotion Committee in accordance with university policies A 11.02 (Promotions), A 11.03 (Renewal, Tenure and Promotions), and will be informed of this right at the time the recommendation is received.

3. Promotion
 - a) A faculty member shall be considered for promotion in any year of an appointment if she/he is eligible under university policies and submits a written request to the Chair of the Tenure and Promotion Committee asking for such consideration. This request shall be accompanied by whatever documentation the faculty member considers relevant to her/his case;
 - b) The amount of time accumulated after appointment at the rank of Assistant or Associate Professor shall include all, or part of, full time service at other institutions of higher education, unless the faculty member requests otherwise.

4. Consideration Procedures
 - a) Each year the Chair of the Department Tenure and Promotion Committee shall announce to the Department the time at which it will initiate consideration proceedings. Those faculty members to be considered will be so informed at this time;
 - b) In its deliberations the Committee may call for information from any individuals it deems necessary and must receive written submissions bearing on any case;
 - c) Files will be maintained for individual faculty members in order to collect information relevant to the consideration criteria. In addition, the file for each faculty member shall contain copies of all materials emanating from the Committee with respect to recommendations regarding tenure, promotion, and renewal for that faculty member;
 - d) Deliberations of the Committee and materials relevant thereto shall be confidential in all circumstances, in accordance with university policies;
 - e) On the basis of a vote of the Committee members present, the Committee shall recommend a given faculty member for promotion, tenure, or renewal if this person receives more affirmative than negative votes;

- f) Any member of the Committee can forward her/his views on the Committee recommendation through the Chair to the Dean(s) and the University Tenure Committee.

5. Criteria for Consideration

The Gender, Sexuality, and Women's Studies Department Tenure and Promotion Committee (TPC) will be guided by the following criteria for the evaluation of contract renewal, tenure and promotion cases. These criteria will also be used to evaluate performance for salary review and are consistent with Policy A 11.05.

A faculty member who is being considered for contract renewal, tenure and/or promotion and salary review must be evaluated on the basis of their performance in three key areas of activity: teaching effectiveness, scholarly activity, and service to the department, university, their academic discipline, and the broader community. All criteria shall be evaluated in terms of quality as well as quantity.

5.1. Performance in Teaching

The review will examine evidence of teaching effectiveness that is based on a variety of assessments of teaching success. Candidates can submit a teaching portfolio that may include the following:

- i. student evaluations of courses and teaching;
- ii. TA evaluations;
- iii. informed testimonials from other faculty members;
- iv. evaluations of guest lectures in other courses;
- v. evidence of professional development;
- vi. a statement of teaching philosophy;
- vii. course outlines and other relevant information.

In evaluating the effectiveness or quality of teaching, the TPC will take into consideration any positive or negative evidence of an instructor's relationship to students, the instructor's role in the implementation of the Department's teaching program, maintenance of appropriate academic standards, dedicated involvement in the disciplinary field, openness to innovation and graduate supervision. Consideration will be given to the ability and willingness of a faculty member to teach a range of subject matter and at various levels of instruction and remain committed to professional teaching development.

5.2. Performance in Scholarly Activities

Scholarly achievement is an essential factor in the review of faculty performance. Faculty members are expected to establish a coherent and sustained program of research that results in regular publication or other forms of dissemination in venues subject to peer evaluation, as appropriate to the discipline. Faculty members are expected to produce a comprehensive curriculum vitae consistent with best practices in the field, and including a section of major contributions to the field, and contributions to academic training, consistent with the SSHRC standard. Primary evidence of scholarly activity may include the publication of refereed articles, book chapters, monographs, books, etc. or reviews of public performances, exhibitions, or other forms of creative work. The Curriculum Vitae shall, where possible, indicate with a * where works are subject to peer review, and, in the case of co-authorship, indicate the extent of the contribution made.

Secondary evidence of scholarly activity may include the following:

- i. other publications
- ii. work in popular media
- iii. government reports
- iv. contract research
- v. reviews
- vi. presentation of papers
- vii. presentation of invited addresses, colloquia, and service as a discussant
- viii. acquisition and administration of grants
- ix. participation in ongoing research
- x. invitations to consult professionally, including media interviews and professional juries
- xi. editorship of journals
- xii. curatorial work

In assessing scholarly activity the quality and quantity of research will be considered but greater emphasis will be placed on the quality of research: its originality, innovation, and influence in the field in the case of promotion. Ability to work independently in the form of sole authored/edited publications is expected, but collaborative research reflected in the form of joint/multiple authorship will be given due weight. The quality of scholarship will be assessed in terms of weighing all available positive and negative assessments of publications by reviewers, other colleagues and recognized relevant scholarly bodies. Creative work will similarly be evaluated according to the reviews of peers.

In cases where external letters of reference are required, the assessment of the candidate's research by the referees must be taken into account in constructing the final recommendation. Satisfactory performance must be demonstrated in research or creative work in order to qualify for a positive recommendation.

5.3. Service to the Department, University and Community

It is expected that each faculty member will be an active participant in the collegial governance of the Department and of the University, at the faculty, and/or university level. In addition, the evaluation may take into account the member's contributions to their discipline, relevant communities or public service in general. The following are the kinds of activities that will be considered relevant as service contributions:

- active membership in Department, Faculty and University committees
- contributions to the wider academic community and to professional organizations
- presentation of invited addresses to non-university groups
- membership in a professional capacity on community committees and board
- participation in Department outreach programs, such as the GSWS Traveling Speakers Bureau
- media interviews
- any other activity in which faculty members contribute to the community.