School of Computing Science: Criteria for Tenure, Promotion and Salary Review

Revised January 25, 2017

This document was developed based on the general criteria stipulated by the University policies and procedures. The criteria are intended to be consistent with these policies and procedures, especially A11.05: "Criteria for Appointment, Contract Renewal, Tenure, Promotion and Salary Review".

Categories of Evaluation

Tenured and tenure-track faculty members being considered for promotion/tenure or salary review will be evaluated based on three key areas:

- Research and Scholarly Activity
- Teaching
- Service to the School, the University and Society

Lecturers being considered for promotion or salary review will be evaluated based on the following two key areas of activity:

- Teaching
- Service to the School, the University and Society

Under each area of activity we denote with an asterisk (*) the criteria of special importance. Adequate performance with respect to these criteria is crucial for tenure, promotion and salary review.

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Research and Scholarly Activity

Research achievement is of fundamental importance in the evaluation of the performance of a faculty member. Consideration should be given to evidence of scholarship reflected in the ability of the faculty member to have his/her research published or otherwise subjected to appropriate peer evaluation. Consideration should be given to recognition by national and international professional societies and granting agencies, and special recognition by such societies, agencies or other universities should be noted.

The following criteria will be used to judge the research and scholarly activity. For all criteria the quality, quantity, and impact of results will be taken into account, with greater emphasis on quality and impact

- * Published research in peer reviewed journals, conferences and workshops. Also considered will be those contributions, such as books, book chapters or open-source software that have been subjected to rigorous peer evaluation.
  - The committee will consider additional information provided by the candidate, such as the type of scholarship and standards for peer review in the area of the contribution.
- * Success in receiving NSERC as well as other research grants (including the number and value of the grants received).
- When measuring the ability to attract funds or the amount, the candidate's area will be considered.

- Research oriented conference activities, e.g. serving on a program committee. Editorial and reviewing tasks for journals and books.
- Invited presentations such as keynote speeches, invited tutorials, invited talks or seminars.
- Recognition by professional societies (e.g. awards, special committee memberships).
- Membership in grant selection committees and advisory boards, international academic groups, etc.
- Transfer of expertise and technology
  - Through patents or collaborations with academia, industry and government.

The above criteria apply for tenure, promotion and salary review. For tenure and promotion to the rank of Associate Professor, an important criterion is the demonstration of continued professional growth of the individual in his/her field(s) including recognition as an established scholar. External referees of high academic stature must assess the individual's research contributions. Promotion to the rank of Professor requires evidence of national or international reputation in their area of expertise, supported by letters from external referees of very high academic stature.

**Teaching**

Success as a teacher is of fundamental importance in the performance of a faculty member. Teaching effectiveness should be measured through a combination of methods, including student evaluations, the observations of faculty colleagues, teaching portfolios, and the caliber of supervised dissertations and theses. Services to students over and above formal teaching should also be taken into consideration, particularly where the service is of a time-consuming nature.

The following criteria will be used to judge teaching effectiveness:

- * Course Instruction
  - Student evaluations (collected by the School)
  - Teaching statement (from faculty member) which can include feedback from students, independent from the student evaluations.
- * Supervision of HQP (Highly Qualified Personnel) for research faculty
  - Number and quality (as judged by the success of the HQP in various venues such as employment, publications, etc.).
  - Honors earned by students and other supporting material provided by the faculty member.
- Teaching effectiveness as evidenced by the results
  - e.g. teaching awards, follow-up of students and the jobs they landed, authorship/co-authorship of papers by those students in the area the candidate taught them in, distinctions obtained by the students relating to that area, etc.
- Evidence of keeping current in the subject areas being taught.
- Course notes or course web page, teaching a range of subjects / teaching at different levels, development of new courses or programs.
• Observations from colleagues who may have sat in on a few lectures or the entire course.
• Extra teaching: serving as examiner on thesis defenses, teaching optional topics or research-oriented courses.

The above criteria apply for tenure, promotion and salary review. Applications should include a teaching dossier, as per policy A12.01. For promotion to the rank of Senior Lecturer, candidates shall provide the services of a superior University teacher and of a leader in curriculum development and/or pedagogy.

Service to the School, the University and Society

It is expected that each faculty member will be an active participant in the collegial governance of the School and the University. The contribution by the faculty member to all levels of the administration of the University should be considered. Included in this category are the public service contributions which faculty members may make.

The following criteria will be used to judge the service:

• Active participation in the administration of the School and the University at large
• Exceptional participation in the administration
  • Directorships, chairships, notable achievements in committees, etc.
• Service oriented conference activities, e.g. local organization of a conference.
• Initiating and participating in seminars, public lectures or other activities.
• Active participation in outreach and/or recruitment such as Open Houses.
• Public service
Appendix A

Criteria for Promotion to University Lecturer

As part of the 2014-19 Collective Agreement, a new rank of University Lecturer was created. This document provides the criteria for promotion to University Lecturer in the School of Computing Science. These were developed based on the general criteria stipulated by University policies and procedures. In particular, the school's criteria follow Articles 35.14, 35.15, and 35.56 of the Collective Agreement.

The rank of University Lecturer is the highest rank for the teaching faculty stream (which includes Lecturer and Senior Lecturer) and mirrors the position of Full Professor, which is the highest academic rank for the research and teaching stream (which includes Assistant Professors and Associate Professors). In both cases, outstanding achievement is required.

Article 35.15 of the Collective Agreement provides general criteria for promotion to University Lecturer:

Promotion to University Lecturer will require demonstration of:

- 35.15.1 outstanding achievement in teaching;
- 35.15.2 distinction in the field of teaching and learning including demonstrated innovation resulting in a positive impact on student learning;
- 35.15.3 outstanding achievement in educational leadership;
- 35.15.4 sustained and innovative contributions to curriculum development, course design, and other initiatives that advance the University's ability to excel in its teaching and learning mandate;
- 35.15.5 an appropriate level of involvement in service to the academic profession, to the University, or to the community.

The rank of University Lecturer is obtained through outstanding accomplishments that impact student learning in computer science broadly. Excellence in classroom teaching is required for promotion to Senior Lecturer, and hence a prerequisite for the University Lecturer rank. Promotion to University Lecturer involves sustained, high-quality achievements at broader scale including innovation in teaching, leadership, curriculum, and service beyond the school level. Evidence of accomplishment that has recognition beyond the university is important. Impact on the computer science community within society at large will be considered for promotion.

Evaluation Process

The above criteria will be used to determine promotion to University Lecturer. Applications should include a teaching dossier, as per policy A12.01. This dossier should include material that demonstrates the candidate’s contributions and evidence of impact. Contributions beyond excellent teaching are a requirement for promotion.

The dossier may include a range of materials including examples of curriculum design; results of larger individual or collaborative initiatives with impact across the school,
university, or on external organizations; advancement of novel and successful teaching delivery practices; other material demonstrating high-quality impact in student learning.

As per Article 35.56 at least 4 reference letters must support the promotion case. The referees must be of high academic stature. These referees will be chosen in the same manner as those for research faculty promotions. It is expected that at least 2 referees will be external to the university and all of them external to the School of Computing Science.
MEMO

BURNABY
9971 Applied Sciences Building
8888 University Drive
Burnaby BC V5A 1S6
Canada

SURREY
250-13450 102 Avenue
Surrey, BC V3T 0A3
Canada

Tel: 778-782-4277
Fax: 778-782-3045
Web: www.cs.sfu.ca

ATTENTION Eugene Fiume, Dean, Faculty of Applied Sciences
FROM Greg Mori, Director, School of Computing Science
RE Computing Science University Lecturer Criteria
DATE February 2, 2017

Our Tenure and Promotion Committee discussed, formulated and was unanimously in favour of the criteria for the new University Lecturer rank. I conducted a web survey ratification ballot that shows the criteria has been approved by our faculty members. The results are as follows:

Faculty members eligible to vote: 50 Yes: 14 No: 2 Abstain: 0

I have attached our criteria for your review and approval in accordance with SFU Policy A11.05.

Greg Mori
Attachments
School of Computing Science:
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January 25, 2017

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Ratification of the Computing Science Criteria for University Lecturer

Q1. Please choose one of the following options: (Radio Buttons)

Yes    14
No      2
Abstain 0

Continue