TENURE AND PROMOTION COMMITTEE GUIDELINES FOR CONTINUING TERM FACULTY
DEPARTMENT OF ARCHAEOLOGY
SIMON FRASER UNIVERSITY

The Department of Archaeology incorporates three categories of faculty members: 1) those who are employed in regular tenure track or tenured faculty appointments; 2) Lecture Faculty who are employed on continuing term appointments; and 3) those holding a Canada Research Chair or some other type of external negotiated Research Professorship. Department guidelines for appointment, tenure, promotion and salary review vary by category of appointment. In each case, however, Department Guidelines are informed by criteria and process defined within the Collective Agreement (2014-2019) between Simon Fraser University and the Simon Fraser University Faculty Association. In cases where these Guidelines may be contradictory to the intent of the Collective Agreement, the Collective Agreement takes precedence.

Tenure Track and Tenured Faculty Members

This category of faculty member includes individuals hired into a tenure track appointment and who follow a normal career progression through Assistant, Associate and Full Professorial stages. Faculty members who are in this category and are being considered for contract renewal, tenure and/or promotion must be evaluated on the basis of their performance in three key areas of activity: teaching effectiveness; scholarly activity and service to the University, their academic discipline or the broader community. These categories for evaluation, and criteria for assessment are defined in the Collective Agreement, Article 28.

Faculty members being considered for contract renewal or for tenure and promotion must, at a minimum, illustrate satisfactory performance in teaching effectiveness. Criteria for evaluation must incorporate concerns for a mastery of the subject, currency within the field, response of students to course content and delivery, maintenance of appropriate academic standards and breadth and versatility within the range of the faculty member’s academic course development. The evaluation of teaching effectiveness must take into account a review of qualitative and quantitative measures for these criteria, including course evaluations, independent student citations, teaching portfolios including pedagogical review, course syllabi, teaching awards and any other indications of teaching success the faculty member may provide. The case for teaching effectiveness in consideration of contract renewal versus tenure and promotion to Associate Professor versus promotion to Professor is a matter of increasing scale and sophistication in course content and delivery.

Assistant Professors under consideration for contract renewal normally are not expected to have taken on responsibility for graduate student supervision. Assistant Professors being considered for tenure and promotion are expected to have some graduate student supervision and should evince a potential in that capacity either through student program
progression or thesis completions. Associate Professors being considered for promotion to the rank of Professor must demonstrate success in training archaeologists or biological anthropologists through supervision and completion of MA and PhD students or both.

Scholarly achievement is an essential factor in a review of a faculty member’s performance. Faculty members are expected to establish a coherent and sustained program of research that results in regular publication and/or other forms of dissemination in venues subject to peer evaluation. A faculty member’s scholarly achievement will be assessed using qualitative and quantitative measures that may include publication of refereed books and articles, creative works, presentation of papers at conferences, invited publications and presentations, editorial contributions, review and citations of the candidates published research, the attraction of external research funds, contributions to ongoing laboratories, centers and institutions, and research prizes or other recognition by appropriate public and/or academic bodies. Applied research contributions or creative works also may be recognized dependent on the context of that research and the illustration of its impact on the academy and/or public good. For tenure and promotion to Associate Professor, the faculty member must illustrate through the preceding an upward trajectory in research accomplishment since time of initial appointment. Promotion to the rank of Full Professor requires a significant recognition of scholarship. The faculty member is expected to have published substantive pieces of work in the form of books, monographs or significant articles where senior authorship is present. Applied or creative works may be considered in support but National and International recognition of the faculty member’s scholarship is paramount. The latter must be indicated in external letters of assessment where an evaluation of the faculty member’s research accomplishments is being asked for. Promotion from Associate to Full Professorship is also generally contingent upon proven success in the acquisition of research grants external to Simon Fraser University.

All faculty members within the Department of Archaeology will be active participants in the collegial governance of the department. Tenured faculty members are expected to participate on committees and provide service to the university as a whole. In addition, evaluation for contract renewal, tenure and promotion will take into account a faculty member’s contributions to their discipline through participation in the directorship, editorship or other activities associated with scholarly organizations. Public service and community engagement shall also be taken into account. Levels of service expectations should increase across rank for consideration of promotion.

**Lecture Faculty**

As defined in the Collective Agreement, Lecture Faculty refers to Lecturers, Senior Lecturers and University Lecturers. The principal responsibility for Lecture Faculty is the development, enhancement and instruction of courses and supervision of teaching assistants. Lecture faculty may be requested to do service but there is no requirement of research activity. The criteria and process for the evaluation of Lecture Faculty under probation or for promotion to Senior Lecturer or University Lecturer are provided in the Collective Agreement, Article 35. In progression through the rank of Lecturer to Senior Lecturer, there must be illustration of excellence in teaching, involvement in curriculum
development, continuing pedagogical and professional development as well as appropriate service to the University and academic profession. Criteria for evaluation will incorporate concerns for a mastery of the subject, currency within the field, response of students to course content and delivery, maintenance of appropriate academic standards and breadth and versatility within the range of the faculty member’s academic course development. The evaluation of teaching effectiveness must take into account a review of qualitative and quantitative measures for these criteria, including course evaluations, independent student citations, teaching portfolios including pedagogical review, course syllabi, teaching awards and any other indications of teaching success the faculty member may provide. Career progression to the rank of University Lecturer requires outstanding achievement in teaching, a distinction in the field of teaching and learning, outstanding achievement in educational leadership and sustained and innovative contributions to curriculum, course design or other initiatives. Promotion to University Lecturer requires external referees who will be asked to evaluate the faculty member’s contributions in these areas.

**Canada Research Chair or Other Externally Appointed Research Chairs**

Individuals holding these types of appointments will normally have negotiated contracts in which teaching load is reduced below normal workload for tenure track or tenured faculty as defined in Article 27 of the Collective Agreement. For Canada Research Chairs or externally appointed Chairs considerations for tenure and promotion through the ranks will be the same as those defined for tenure track faculty above with the exception that expectations for scholarship will be elevated on par with workload modification. For the purposes of competitive salary review, comparison of scholarship to tenure track/tenured faculty will also be prorated according to workload modifications.

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