DEPARTMENT OF FRENCH
CRITERIA FOR TENURE AND PROMOTION

TENURE-TRACK APPOINTMENTS

(Entries in italics excerpted from SFU and SFU Faculty Association Collective Agreement, Article 28)

Categories of Evaluation
28.4 A faculty member who is being considered for contract renewal, tenure and/or promotion and for 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 University, their academic discipline or the broader community. At a minimum, satisfactory performance in both teaching effectiveness and scholarly activity must be demonstrated. Less than satisfactory performance in either will not meet the expectations of the University. In addition, there must be evidence of meaningful service contributions.

PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR

Requirements for Assistant Professor
28.8 Appointment to the rank of Assistant Professor presumes a strong academic record and completion of academic or professional training. There should be clear indications that the individual has the aptitudes of a successful teacher, the potential to grow in stature as a scholar as well as a willingness to play an active role in the University. These views should be supported by strong referee reports.

Automatic upon proof of completion of PhD.

PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

Requirements for Tenure
28.9 A candidate for tenure who is an Assistant Professor must be considered for promotion to Associate Professor at the same time. Therefore, they must meet the requirements for promotion to Associate Professor set out in Requirements for Associate Professor below.

28.10 All candidates for tenure will be expected to demonstrate that, since the commencement of the tenure-track appointment:

28.10.1 there has been continued growth as an established scholar, as evidenced by the development of a significant program of research and scholarship;

28.10.2 there has been a sustained commitment to undergraduate and/or graduate teaching and supervision;

28.10.3 they have become a responsible and contributing member of the University/academic community.
Requirements for Associate Professor

28.11 Appointment or promotion to the rank of Associate Professor is based on a record of successful teaching, scholarly achievement, and participation in service to the University and the community. An important criterion is the demonstration of continued professional growth of the individual in their field(s), including recognition as an established scholar. External referees of high academic stature must assess the individual’s research contributions.

DEPARTMENT CRITERIA AND STANDARDS FOR ASSESSMENT FOR TENURE TRACK FACULTY

(The criteria listed below are not necessarily of equal importance.)

ASSESSMENT OF TEACHING AND TEACHING EFFECTIVENESS FOR TENURE TRACK FACULTY

- Record of teaching a range of subjects at various levels in the undergraduate program, as documented in the candidate’s Teaching dossier
- Ability and willingness to teach graduate courses within the area(s) of one’s scholarly competence
- Record of thesis supervision, and supervision of Honours projects
- Participation in supervisory and examining committees, both within and outside the University
- Curriculum development: updating of courses and development of new courses where appropriate
- Evidence of keeping abreast of knowledge in one’s field, as demonstrated in course materials
- Evidence of professional development activities
- Availability to students outside the classroom and participation in University-sponsored activities
- Responsiveness to student complaints and suggestions
- Demonstration of collaboration in matters of sharing teaching responsibilities and curriculum development and course delivery
- TA supervision (if applicable)

Sources for Performance Assessment for Tenure Track Faculty:

Responsibility for providing documentary evidence on teaching rests with the candidate and, to a lesser degree, with the department Chair and/or peer evaluation. Teaching effectiveness shall be assessed broadly, using evidence from as many sources as judged necessary, including:

- Teaching dossier developed by the candidate, including statement of teaching philosophy
- Course outlines, courseware, handouts, sample examinations and assignments
- Student course evaluations
- TA’s evaluations (if applicable)
- Peer evaluation of course content and course materials
- Teaching awards
RESEARCH

Scholarly achievements are an essential factor in the review of faculty performance. Faculty members are expected to be involved in continued professional growth in their fields which includes recognition as an established scholar. In evaluating research, the emphasis must be placed on quality as well as quantity. Consideration may also be given to recognition by national and international professional societies. Responsibility for providing documentary evidence of scholarly activity rests with the candidate. Evidence of scholarly activity includes the following, with more weight given accordingly to publications that undergo a prior process of peer evaluation, either by peer review; anonymous referee; editorial board; comité de lecture; journal or series editor:

- books and monographs
- journal articles
- book chapters
- co-authored work and collaborative work (the role of each author/researcher must be specified)
- edited books or journal issues
- textbooks
- conference proceedings
- book reviews
- dictionary and/or encyclopaedia entries
- research notes
- academic translations
- invited addresses, colloquia and symposia
- conference organisation
- organisation and chairing of professional meetings and panels
- research funding, including projects accepted but not funded
- awards and accolades

Non-Traditional Scholarship (Articles 28.18- 28.22) related to the faculty member’s discipline will also be considered as evidence of scholarly activity. Examples of such published, produced, curated or exhibited work may include the following:

- prose non-fiction; prose fiction; poetry
- plays; theatrical direction
- film
- exhibitions

SERVICE TO THE UNIVERSITY, THE ACADEMIC COMMUNITY AND THE COMMUNITY AT LARGE

Activities relevant for consideration of service contributions include:

- active membership in Department, Faculty and University committees;
DEPARTMENT OF FRENCH
CRITERIA FOR TENURE AND PROMOTION

- service to professional committees;
- membership on professional committees;
- editorial duties, referee and review activity for journals, books, grant applications, research projects, etc.;
- involvement in community affairs and participation in the wider community.

Satisfactory performance in teaching and service is a necessary requirement, but will not result automatically in a favourable recommendation by the department's TPC. Satisfactory performance must also be demonstrated in scholarly activity to qualify for a positive recommendation by the department's TPC.

PROMOTION TO FULL PROFESSOR

Requirements for Professor
28.12 The total overall career contributions of the faculty member in areas of teaching, research and service to the University and the community will be taken into consideration. The rank of Professor is designed for those who have excelled in teaching and research. Appointment or promotion to this rank requires evidence of national or international reputation in their area of expertise, supported by letters from external referees of high academic stature.

28.13 A University Lecturer who has established, over a period of years, a national or international reputation in the scholarship of teaching and learning in addition to being an outstanding teacher, may seek promotion to Professor following the Requirements for Professor outlined above.

ADDITIONAL CRITERIA OF THE DEPARTMENT OF FRENCH

Consideration of cases for promotion to the rank of Professor will proceed as in cases of promotion to the rank of Associate Professor and will primarily include review of the candidate’s research output, teaching performance (teaching effectiveness), as well as service level. In each of these areas, the expectations of achievement will be much higher for promotion to Professor than for promotion to Associate Professor.

RESEARCH

For promotion to Professor, the Faculty member should have established and maintained a substantial publication record as a major contributing scholar with national and international recognition in their research area. The scholarly career in its entirety is evaluated, with a particular emphasis on production since promotion to Associate Professor.

TEACHING

An extremely good to excellent teaching record over time is required for promotion to Professor. Teaching effectiveness has to be demonstrated.
SERVICE
Candidates for promotion to Professor will have a record of continuing and active involvement in the governance of the Department of French, the Faculty, the University, as well as in professional associations where appropriate. Evidence of contributions to the broader community will also be valued.

In all cases, the TPC bases its assessment on a combination of quality and quantity, and on the external letters of reference.

TEACHING APPOINTMENTS

APPOINTMENT AS LECTURER

A Lecturer will have full responsibility for the preparation and instruction of courses, including laboratory courses, and for curriculum development. (SFU and SFU Faculty Association Collective Agreement 35.10; 35.16)

A Lecturer should show:

- evidence of ability and commitment to teaching;
- evidence of promise of educational leadership;
- involvement in service to the academic profession, to the University, or to the community as appropriate.

Additional criteria of the Department of French include:

- a minimum of a Master’s degree in Humanities, Education, or French as a second language (FSL) /Italian as a foreign language (IFL);
- conference attendance in the areas of FSL or IFL for curriculum enhancement and development;
- Instructional Skills Workshop training through the TLC, or equivalent (recommended);
- TA supervision;
- active participation in department committees and services such as placement tests, language support and student recruitment;
- very good teaching evaluations.
DEPARTMENT OF FRENCH
CRITERIA FOR TENURE AND PROMOTION

PROMOTION TO SENIOR LECTURER

A Senior Lecturer will have responsibility for the preparation and instruction of a wide range of undergraduate and graduate-level courses, and may be called upon to provide leadership in curriculum development. (SFU and SFU Faculty Association Collective Agreement 35.12)

Promotion to Senior Lecturer (Article 35.13) will require demonstration of:

- excellence in teaching;
- examples of educational leadership;
- involvement in curriculum development and innovation and other teaching and learning initiatives;
- continuing pedagogical/professional development;
- an appropriate level of involvement in service to the academic profession, to the University, or to the community.

Additional criteria of the Department of French include:

- excellent teaching evaluations;
- training of TAs, and of sessionals as needed, for FSL/IFL courses;
- ongoing participation in teaching conferences, workshops, roundtables and webinars; including presentations on curriculum, classroom matters or innovations (recommended);
- enhancement of existing services, such as placement tests, language support and student recruitment;
- evidence of educational leadership.

PROMOTION TO UNIVERSITY LECTURER

A University Lecturer will have the responsibilities that encompass the normal requirements of classroom teaching plus activities in the areas of educational leadership, teaching mentorship and curriculum development. University Lecturers will focus on accomplishments in teaching and educational innovation and the impact on student learning. (SFU and SFU Faculty Association Collective Agreement 35.14)

Promotion to University Lecturer (Article 35.15) will require demonstration of:

- outstanding achievement in teaching;
- distinction in the field of teaching and learning including demonstrated innovation resulting in a positive impact on student learning;
- outstanding achievement in educational leadership;
DEPARTMENT OF FRENCH
CRITERIA FOR TENURE AND PROMOTION

- 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;
- an appropriate level of involvement in service to the academic profession, to the University, or to the community.

Additional criteria of the Department of French include:
- dissemination of innovations related to teaching, language learning and the curriculum at the university and other recognized venues;
- major or leading role in department-wide and/or university-wide teaching or curriculum initiatives;
- community outreach in FSL/IFL at the municipal, provincial or national level.

FOR ALL RANKS OF TEACHING APPOINTMENTS:

ASSESSMENT OF TEACHING AND TEACHING EFFECTIVENESS FOR TEACHING FACULTY
(The criteria listed below are not necessarily of equal importance.)

- Curriculum development: updating of courses, and development of new courses where applicable
- Evidence of keeping abreast of knowledge in one's field, as demonstrated in course materials
- Evidence of professional development activities
- Availability to students outside the classroom
- Participation in University-sponsored activities (if applicable)
- Responsiveness to student complaints and suggestions
- Collaboration in the delivery of the language program
- TA supervision

Sources for Performance Assessment for Teaching Faculty:

Responsibility for providing documentary evidence on teaching rests with the candidate (article 35.21) and, to a lesser degree, with the department Chair and/or peer evaluation. Teaching effectiveness shall be assessed broadly, using evidence from as many sources as judged necessary, including:

- Current teaching dossier with statement of teaching philosophy
- Course outlines, courseware, handouts, sample examinations and assignments
- Student course evaluations
- Peer evaluation of course content and course materials
- Teaching awards