DEPARTMENT OF GERONTOLOGY  
RENEWAL, TENURE AND PROMOTION GUIDELINES

The University criteria for Contract Renewal:

Simon Fraser University Faculty Association (SFUFA) Collective Agreement  
(July 1, 2014 - June 30, 2019)

Article 28.4 Categories for Evaluation
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.

The Department of Gerontology Criteria for Contract Renewal:

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

a) there has been evidence of growth as an established scholar, as evidenced by the development of a significant program of research and scholarship;
b) there is recognition in the department that the candidate is a developing scholar;
c) there has been evidence of development and commitment to undergraduate and/or graduate teaching and supervision, and;
d) he/she has shown evidence of being a responsible and contributing member of the University/academic community.

Requirements for Assistant Professor

Article 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.

The University criteria for promotion to Associate Professor:

SFUFA Collective Agreement

Article 28.11 Requirements for Associate Professor
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 his/her field(s) including recognition as an established scholar. External referees of high academic stature must assess the individual’s research contributions.
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.

The Department of Gerontology Criteria for Tenure and Promotion to Associate Professor:

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

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

b) there is recognition among peers, (both internal to the university and nationally), that the candidate is an established scholar;

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

d) he/she has become a responsible and contributing member of the University/academic community.

TEACHING

Teaching will be assessed in a number of ways in the Gerontology Department. The Tenure and Promotion Committee (TPC) will examine a portfolio of teaching accomplishments submitted by the candidate which should include a teaching philosophy statement, outlines of courses taught and any other related materials. Criteria of evaluation will include mastery of the subject, response of students, maintenance of appropriate academic standards, currency within one's field(s), pedagogical innovation, graduate supervision, course and program design, and versatility within the range of the member’s academic program. The evaluation will make use of qualitative and quantitative measures for these criteria, such as student questionnaires, the observations of faculty colleagues, teaching dossiers, statements demonstrating the impact of the member’s research on their teaching, and the number and calibre of supervised dissertations and theses. A minimum of 75% of all teaching evaluation summaries with the associated written comments must be submitted to the departmental TPC. The evaluations will be considered with respect to such factors as required/optional course, lower/upper levels, course requirements, and positive/negative comments. It is anticipated that following appointment, the candidate will have contributed to the development or the revision of courses in his or her area, and will have taught at both the undergraduate and graduate level. Given that graduate training comprises a major
component of the Gerontology Programs, emphasis will be placed on satisfactory supervision and teaching at this level. The TPC and Chair will take these assessments into account in the final recommendation to the Dean. Satisfactory performance, weighed against departmental norms, must be demonstrated in the area of teaching in order to qualify for a positive recommendation.

**Scholarly Activity**

Scholarly achievement is also an essential factor in a review of faculty performance. In order to be promoted to associate professor and be granted tenure, faculty members are expected to establish an independent, coherent and sustained program of research that results in regular publication in venues subject to peer evaluation. This program will be assessed using several measures. Productivity will be evaluated based on publications in refereed books and journals, chapters in books, editorial contributions (journals, books, and other compilations), book reviews, presentation of papers at refereed conferences, invited publications and presentations, and citations of the candidate’s published research. Both the quality and quantity of publication activity will be assessed. No specified number of publications is required, but rather, emphasis will be placed on the quality of the publications, and impact on the field. A citation search will be performed and used as an indicator of the extent to which the faculty member’s program of research is having an impact on knowledge development. In addition, evaluations of the work by external referees, and the quality of journals and publishers, will also be used to assess impact. Research activity will also be assessed based on attraction of external research support, with emphasis placed on those funded by peer-reviewed granting agencies, and those in which the candidate is the principal investigator. Contributions to ongoing laboratories, centres, and institutes, and research prizes or other recognition by appropriate academic bodies, will also be considered as indicators of research activity. The assessment of the candidate’s research by the referees will be taken into account by the TPC and the Chair in constructing the final recommendation. For a faculty member to receive tenure, it is necessary for the program of research to develop beyond their dissertation research. Satisfactory performance, weighed against departmental norms, must be demonstrated in research in order to qualify for a positive recommendation.

**Service to Academic and Non-Academic Community**

It is expected that each faculty member will be an active participant in the collegial governance of the University, at the departmental, faculty, and/or university level. In addition, service to the broader academic and non-academic community is expected of faculty. Given that Gerontology is a small unit, the expectation is that faculty seeking promotion and/or tenure will have been involved in a significant number of committee’s and will demonstrate good colleagueship. It is expected that untenured faculty will have demonstrated willingness to be members of appropriate committees and to participate in the governance of the Department by attendance and participation at meetings. The TPC will also recognize service to the wider University community on Faculty and University committees and/or to the wider community where it can be demonstrated and shown to pertain to the activities of the Department.
The University Criteria for Promotion to Full Professor:

SFUFA Collective Agreement
Article 28.12 Requirements for Professor
The total overall career contributions of the faculty member in areas of teaching, research and service to the University and the community shall 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 and international reputation in their area of expertise, supported by letters from external referees of high academic stature.

The Department of Gerontology Criteria for Promotion to Full Professor:

TEACHING

The Department of Gerontology and the University requires that those promoted to full professor should have excelled in teaching. The Gerontology TPC will examine a portfolio of teaching accomplishments submitted by the candidate, and make a variety of assessments of teaching performance. The teaching portfolio should include a teaching philosophy statement, outlines of courses taught any other related materials. The evaluations will be considered with respect to such factors as required/optional course, lower/upper levels, course requirements, and positive/negative comments. The candidate will be expected to have developed courses, programs or revised such courses and programs, and will be expected to have taught at a number of different levels including the graduate level. Criteria of evaluation will include mastery of the subject, response of students, maintenance of appropriate academic standards, currency within one's field(s), pedagogical innovation, graduate supervision, course and program design, and versatility within the range of the member’s academic program. The instruction of graduate students will be a significant indicator of excellence in teaching. The evaluation will use qualitative and quantitative measures for these criteria, such as student questionnaires, the observations of faculty colleagues, teaching dossiers, statements demonstrating the impact of the member’s research on their teaching, and the number and calibre of supervised theses and dissertations. A minimum of 75% of all teaching evaluation summaries and the associated written comments must be submitted to the departmental Tenure and Promotion Committee (TPC). Given that graduate training comprises a major component of the Gerontology Programs, emphasis will be placed on excellence in teaching and supervision at this level. The TPC and Chair will take these assessments into account in the final recommendation to the Dean. Excellence in teaching, weighed against departmental norms, must be demonstrated in the area of teaching in order to qualify for a positive recommendation.

Scholarly Activity

Within the Gerontology Department, promotion to Full Professor will require evidence of an international reputation in his or her field. The candidate must establish that there is a significant body of research that has been published in peer reviewed books and journals. Evaluations will be made by assessing letters of reference solicited from external referees; review of citation figures for publications; and by examining the impact factor of the journals. It is also anticipated that at this level the candidate will have produced books and book chapters that have had a significant impact in the field. An international reputation will also be assessed by evaluation of
invited papers to national and international meetings. Candidates for Full Professor will be expected to have a history of consistent external grant funding in support of their research activities mainly from peer-reviewed granting agencies. It is expected that the candidate will be principal investigator on a significant number of these grants. A national and international reputation would also be indicated by, among others, service to academic journals (editorship, board member, reviewer), granting agencies (panel chair, panel membership, ad hoc reviewer) and professional societies (executive membership, etc.). Additionally, it is anticipated that there will be a number of students who have been awarded both MA, and if appropriate, PhD degrees under the supervision of the candidate.

Service to Academic and Non-Academic Community

The Department of Gerontology expects that senior faculty assist in the governance of the Department by taking on committee work and frequently the Chair position on committees in order to achieve satisfactory performance. The TPC will also recognize service to the wider University community on Faculty and University committees, professional associations, and/or to the general public, with a focus on the academic content of these contributions.

The University criteria for Senior Lecturer:
SFUFA Collective Agreement
35.12 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.

Article 35.13 Promotion to Senior Lecturer
Promotion to Senior Lecturer will require demonstration of:
35.13.1 excellence in teaching;
35.13.2 examples of educational leadership;
35.13.3 involvement in curriculum development and innovation and other teaching and learning initiatives;
35.13.4 continuing pedagogical/professional development;
35.13.5 an appropriate level of involvement in service to the academic profession, to the University, or to the community.

The University criteria for University Lecturer:
SFUFA Collective Agreement
Article 35.14 University Lecturer
A University Lecturer will have 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.

35.15 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.

**University Criteria for Assessing Non-Traditional Scholarship:**
SFUFA Collective Agreement
Article 28.18 **Criteria for Assessing Non-Traditional Scholarship**
Without diminishing the requirement of faculty to demonstrate a record of achievement consistent with the relevant provisions above, the parties recognize that certain faculty members or groups of faculty members may engage in non-traditional forms of scholarship.

28.19 Examples of such contributions include but are not limited to:
28.19.1 Indigenous or other non-Western forms of scholarship and/or teaching;
28.19.2 public dissemination of scholarly work through engagement with government or community organizations;
28.19.3 technology transfer of discoveries, innovations and inventions (including patents and licensing);
28.19.4 work that bridges traditionally academic and traditionally artistic forms of knowledge production;
28.19.5 products of community-engaged scholarship that bridge the boundaries of teaching, research, and service.
28.20 Faculty members who expect to engage in such scholarship are encouraged to consult with their TPC Chair well in advance of a contract renewal, tenure and/or promotion application to discuss how this work might be best presented for evaluation by the TPC.
28.21 In particular, consideration should be given to presentation of:
28.21.1 the complexity or time taken to produce the work;
28.21.2 the nature of peer or public review, the standards needed to appear in the chosen venue, and the view/usage rate of the product;
28.21.3 the impact made by the work.
28.22 A faculty member may request that one external referee have expertise consistent with the non-traditional work to be reviewed; where appropriate, and with agreement of the TPC, this referee may be a person with expertise and stature who may not have academic credentials.