Review, Tenure and Promotion Criteria for International Studies

Revised January 2017

The Collective Agreement between the SFU Faculty Association and SFU (hereafter referred to as CA) governs the rules of Tenure and Promotion in the School for International Studies. The relevant articles in the CA are 28 to 32, and 35, as noted below. All decisions made by the SIS TPC shall be consistent with the procedures set out in these clauses of the CA.

As per CA 28, a Tenure Track Faculty member under consideration for tenure at the associate level, or for promotion to full professor, will be evaluated in three key areas: scholarly activity; teaching effectiveness; and service to the university, the academic profession (in his/her discipline and/or the field of international studies), or the broader community. The same criteria will be applied for biennial salary reviews of Tenure Track Faculty members. For these reviews faculty members should provide for the Tenure and Promotion Committee a report on her/his activities over the two year period, covering each of the three key areas.

As per CA 35, a member of Teaching Faculty being considered for promotion will be evaluated in the areas of teaching effectiveness and educational leadership; and of service to the university, the academic profession, or the broader community.

**Scholarly Activity:** As per CA 28.6, scholarly achievement is an essential factor in a review of faculty performance. Faculty members are expected to establish a sustained program of research that results in peer-reviewed publications. This program will be assessed using qualitative and quantitative measures that must include publication of refereed books or articles. The committee may also consider presentation of papers or comments in refereed conference volumes, invited publications and presentations, editorial contributions (journals, books, and other compilations), major book reviews, reviews and citations of the candidate’s published research, the attraction of external research support, and research prizes or other recognition by appropriate academic bodies.

As per CA 28.18-28.22, the committee will also consider non-traditional scholarship, which in International Studies may include research-based contributions to government commissions, briefing notes and policy papers for governmental or non-governmental organizations, or legal briefs. It may also include works of public scholarship, such as the publication of a book or of articles intended to make scholarly work accessible to a wider public readership, and that as a work of synthesis/criticism/analysis, though not necessarily based on original research, nonetheless represents an original intervention/interpretation in a field. Particular credit may be given in cases where such a work articulates the author’s own original research. Faculty members who wish such works of non-traditional scholarship to be considered as
part of their scholarly activity must explain the context in which the contribution was made; the character of the work that was required to complete it; whether it was subject to any form of peer or public review; and evidence of the impact that the contribution has made.

For tenure decisions, at the time of review the candidate will normally have published, or have accepted for publication, a significant number of substantive refereed works relevant to the field of international studies. Evaluation of the candidate’s success in meeting this criterion will be influenced by the prestige and national or international recognition of the publication outlets, the number of publications, the quality and originality of the work, and the contributions of co-authors.

For promotion from associate to full professor, the committee will require evidence of continuing research activity since promotion to associate. This evidence must include articles in nationally or internationally recognized refereed journals, or refereed books or book chapters. Evidence of international recognition of the candidate’s cumulative research contributions will be required.

If the candidate’s scholarly contributions include major books, the committee will examine the published reviews of the books in assessing their scholarly significance.

In making use of external letters of reference, the committee will weigh the professional reputation of the referee and any professional or personal associations between the referee and the candidate in arriving at a final recommendation.

Candidates for tenure and promotion, and all faculty in preparing their reports for salary review, should be sure to explain the standing of the publishers of books, and the standing of the journals in which they have published, in regard to the criteria normally applied in their academic disciplines. Alternatively, or in addition, candidates may wish to explain the reasons for their decision to publish in a particular journal, or with a particular publisher.

The committee and chair must take the factors listed in this section into account in the final recommendation to the Dean.

Satisfactory performance must be demonstrated in the area of scholarly activity in order to qualify for a positive recommendation.

**Teaching Effectiveness:** The assessment of teaching effectiveness in the School for International Studies is governed by CA 28.5. In accordance with this policy, in assessing teaching effectiveness the committee will consider student responses on course evaluations, maintenance of appropriate academic standards, graduate supervision, course and program design, versatility, and
currency within the candidate’s field(s). Evidence of currency could include preparation of textbooks, pedagogical innovation, or revision of courses to reflect recent developments in the literature.

The assessment will make use of qualitative and quantitative measures for these criteria, such as student questionnaires on teaching effectiveness, teaching dossiers, statements demonstrating the impact of the teaching, and the number and calibre of supervised dissertations and theses. The candidate may request that observation of classroom performance be included as part of the record used in the review of teaching.

If the candidate has written a textbook, either in print or in on-line form, reviews of the book, standing of the publisher, and any supporting testimonials will be used by the committee in assessing the significance of the book to the teaching mission of the profession.

In addition, if a faculty member is under consideration for tenure or promotion, then s/he must compile and provide to the committee a teaching dossier provided by the candidate which includes the following:

a) A 2-4 page personal statement from the candidate that provides a general description of teaching philosophy, a description of the main teaching methods used with a brief rationale, comments on past student evaluations if the candidate is so inclined, and descriptions of new course preparations, other innovations in teaching, or efforts made to enhance teaching skills.

b) Supporting documentation which includes outlines, sample exams, sample problem sets or written assignments, and web materials for courses taught in the last five years; summary information about graduate and undergraduate supervision; and copies of any textbooks authored or co-authored within the last five years.

If a candidate has written a textbook, either in print or on-line form, reviews of the book, status of the publisher, and any supporting testimonials will be used by the committee in assessing the significance of the book to the teaching mission of the profession.

The committee and chair must take the factors listed in this section into account in the final recommendation to the Dean.

Satisfactory performance must be demonstrated in the area of teaching in order to qualify for a positive recommendation.

As per CA 35, in the case of Teaching Faculty the same criteria will be applied. Further, specific criteria are that for promotion from Lecturer to Senior Lecturer the candidate will be expected to demonstrate that s/he has been effectively involved in curriculum development and innovation, or other teaching and
learning initiatives, as well as having maintained a high level of accomplishment in teaching; and for promotion from Senior Lecturer to University Lecturer the candidate will be expected to demonstrate that s/he is responsible for innovation resulting in a positive impact on student learning and/or that s/he has made sustained and innovative contributions to curriculum development and course design, or other pedagogic initiatives.

Teaching Faculty members are expected to maintain teaching dossiers that must be updated each academic year.

**Service**: As per CA 28.7, each faculty member should be an active participant in the collegial governance of the university at the departmental, faculty, and/or university level. Faculty members should contribute to the quality of intellectual life in the department through participation in seminars and workshops, and interaction with students and colleagues. Recognition will be given to outreach activities into the wider community, whether through contributions in the media, or through the organization of public lectures, workshops and other such events. The committee will also consider the member’s service contributions to his/her discipline and/or to the field of international studies, or public service in general.

Satisfactory performance must be demonstrated in the area of service in order to qualify for a positive recommendation.