The Sociology/Anthropology (S/A) Department Tenure and Promotion Committee (TPC) will be guided by the following criteria for the evaluation of contract renewal and tenure/promotion cases and Articles 28 – 32, and Article 35 of the Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement:

1. CATEGORIES OF EVALUATION

1.1 General

Research faculty who are being considered for contract renewal, tenure and/or promotion will 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 and 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. Teaching faculty under consideration for promotion to Senior Lecturer or University Lecturer will be evaluated on teaching effectiveness and service.

1.2 Teaching Effectiveness

Effectiveness or quality of teaching will take into consideration: any positive or negative evidence of an instructor's relationship to his/her students; evidence of a meaningful role in the implementation of the Department's teaching program, maintenance of appropriate academic standards, dedicated involvement in the disciplinary field(s), openness to innovation and graduate supervision. Consideration will be given to the ability and willingness of a faculty member to teach a range of subject matter and at various levels of instruction. Teaching effectiveness will be assessed through a combination of methods and presented for evaluation in the form of a teaching portfolio. The teaching portfolio should consist of a 5-10 page portfolio statement plus appendices. The portfolio statement should provide a reflexive summary of the faculty member’s: teaching approach/philosophy; teaching responsibilities (courses taught, course level, enrolment, format, graduate and undergraduate supervision/training); formal student course evaluations (quantitative and qualitative components); and teaching development activities (including new course development, syllabus and curricular development over time, currency of curriculum and professional development activities engaged in by instructor). Appendices should include: examples of detailed course outlines and teaching aids; complete course evaluations (quantitative and qualitative components) for 75% of
evaluated courses under the period of review. Evidence of professional development in the area of instructional methods may include training and workshop participation and incorporation of new and/or innovative instructional methods. Teaching portfolios may include peer evaluation/assessment of teaching effectiveness and informed testimonials by students and/or faculty.

1.3 Scholarly Activity

Consideration will be given to evidence of scholarship reflected in the ability of the faculty member to have his/her research published and subjected to appropriate peer evaluation. Primary emphasis will be given to research that is subject to appropriate peer evaluation and published or disseminated in recognized scholarly venues. Typically, this will include monographs, edited volumes and/or journals; and may also include other media. Secondary emphasis will be given to scholarship, research and knowledge disseminated in other venues and forms (e.g., popular media, research reports, working papers, film and other non-traditional forms). Quality and quantity of research will be given consideration but greater emphasis will be placed on the quality of research. Ability to work independently in the form of sole authored/edited publications is expected. Collaborative research reflected in the form of joint/multiple authorship will be given due weight, according to the norms of the sub-discipline. Quality of scholarship will be assessed in terms of weighing all available positive and negative assessments of publications by reviewers, other colleagues and recognized relevant scholarly bodies. Scholarship in traditional and non-traditional forms will also adhere to the criteria set out in the Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement, specifically Article 28.6 on Scholarly Activity and Articles 28.18 – 28.22 on Criteria for Assessing Non-Traditional Scholarship.

1.4 General Contributions to the University and to Society

Active contribution to the administration of the Department and University, and to the intellectual life of the Department, University and public life (e.g., initiating and participating in seminars, public lectures or similar activities on and off campus) will be assessed. Assessment of a faculty member’s contributions to public service should focus on the academic and/or disciplinary application of the content of the contribution. Faculty contributions to the University and to Society will be evaluated on the basis of their entire career, with greater emphasis on what he/she has achieved since joining S.F.U.

2. CRITERIA FOR PROMOTION

2.1 Requirements for Associate Professor.

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. Emphasis will be placed on the faculty member's record of teaching, scholarly achievement and participation in service while at SFU. An important criterion is the demonstration of continued professional growth of the individual in his/her field(s) including recognition as an established scholar. In terms of scholarly activity, emphasis
will be given to already published work, or work which has clearly been accepted for
publication; scholarly publications that demonstrate continued intellectual growth and
development since the awarding of the Ph.D.; and funded research grants and/or other
evidence that demonstrates active research and potential for future research. External
referees of high academic stature must assess the individual's research contributions.

When a faculty member is hired into a tenure-track position, he/she will be given a copy
of the most recently approved departmental criteria for tenure. These will be the
applicable standards when that faculty member is considered for tenure unless he/she opts
to be evaluated against the department’s most recently approved criteria for tenure.

2.2 Requirements for Professors

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 and
shown evidence of sustained growth in these areas since promotion to associate
professor. In terms of scholarly activity, emphasis will be given to already published
work, or work which has clearly been accepted for publication; funded research grants
and/or other evidence that demonstrates active research. Typically, it will be expected
that published work will include monographs and/or edited books (sole or co-authored).
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.

When a faculty member is being considered for promotion to Professor, his/her
performance will be measured against the most recently approved criteria for promotion
to Professor in existence at the time of consideration.

2.3 Requirements for Senior Lecturer and University Lecturer

When a faculty member is being considered for promotion to Senior Lecturer or
University Lecturer, his/her performance will be measured against the criteria set out in
Article 35.13 for Senior Lecturer, and Article 35.15 for University Lecturer of the Simon
Fraser University and Simon Fraser University Faculty Association Collective
Agreement.

3. Criteria for Tenure

3.1 A candidate for tenure who is an Assistant Professor must be considered for
promotion to Associate Professor at the same time. He/she must therefore meet the
requirements for appointment as an Associate Professor set out in section 2.1 (above).

3.2 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) that there has been a sustained commitment to undergraduate and/or graduate teaching and supervision and
(c) that he/she has become a responsible and contributing member of the University/academic community.

4. COMMITTEE PROCEDURES

4.1 All deliberations of the T.P.C. will be kept confidential. All Committee members commit themselves not to divulge any information received or to discuss individual applications outside the Committee. The T.P.C. may consult materials other than those supplied by the candidate and the referees, but will inform the candidate of its actions in this respect. This applies when such additional materials are used as a basis for arguments made during T.P.C. deliberations or during appearances of T.P.C. members before the Faculty Review Committee (F.R.C.).

4.2 The TPC will keep minutes. At a minimum the minutes shall record the date of the meeting, attendance and the action of the Committee, e.g., motions and votes. All members present have an obligation to form an opinion and to express it by voting. Motions should be framed in positive terms. In the event of a tie vote, the recommendation shall be forwarded as unfavourable to the case of the faculty member.

4.3 The minutes will summarize the various aspects of the discussion of individual cases, but will not identify the individual committee members who advance particular viewpoints. No staff shall be present in T.P.C. meetings where individual cases are deliberated. Proceedings/decisions will be recorded by a designated faculty member.

4.4 The Chair will write the final Committee recommendations and summary, stating the major arguments mentioned in the discussion and identifying the evidence on which they were based.

5. DEPARTMENT GUIDELINES AND UNIVERSITY POLICY

5.1 The department will draw up, and have adopted by the tenure-track faculty, sets of criteria, standards and methods of assessment for tenure and for promotion to Professor that will be reviewed and either reaffirmed or revised no less than every three years. These departmental criteria must be approved by the Dean, copied to the Vice President, Academic and must be consistent with the general university requirements for tenure and promotion contained in this policy.

5.2 Department guidelines and TPC deliberations will observe all provisions in SFU University Policies and the Simon Fraser University Faculty Association Collective Agreement.