Criteria for Appointment, Contract Renewal, Tenure, Promotion and Salary Review

1. GENERAL

1.1 Faculty members in accepting appointment undertake to uphold and promote the aims of the university in the creation, dissemination and application of knowledge. A faculty member’s professional efforts should be directed primarily to teaching, research and service to the University and the community. As teachers, they should be effective in transmitting a knowledge of and interest in their fields and should keep abreast of knowledge in their fields. Their research should be of such calibre as to contribute to the advancement of their fields. Faculty members should expect to carry their share of service work. Career advancement will be based upon the extent to which these obligations are fulfilled.

1.2 It is accepted that the criteria for appointment and advancement may differ among disciplines as a result of conditions that are internal and external to the University.

1.3 It is the responsibility and commitment of the University to seek continuous improvement in standards. Such improvement is usually a gradual process. The evaluation criteria must be adjusted so that the rigour with which they are applied realistically parallels the growing excellence of the institution and of the candidates for appointment and advancement.

1.4 The Code of Faculty Ethics and Responsibilities (Policy A 30.01) outlines a standard of behaviour that all faculty members should maintain.

2. CATEGORIES OF EVALUATION

2.1 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.

2.2 Teaching Effectiveness

Success as a teacher is of fundamental importance for evaluating the performance of a faculty member. Matters which should be taken into consideration in evaluating teaching include mastery of the subject, generation of enthusiasm in students, maintenance of appropriate academic standards, dedicated involvement within one's field(s), openness to innovation, graduate supervision, and development of academic programs. Consideration shall 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 should be measured or assessed through a combination of methods, including student questionnaires, the observations of faculty colleagues, teaching portfolios, and the calibre of supervised dissertations and theses. At a minimum, faculty members must follow the general procedures developed by their departments to evaluate teaching effectiveness. Services to students over and above formal teaching should also be taken into consideration, particularly where the service is of a time-consuming nature.
2.3 Scholarly Activity

Research achievement is of fundamental importance in the evaluation of the performance of a faculty member. The nature of research achievement will vary by discipline. Consideration should be given to evidence of scholarship reflected in the ability of the faculty member to have his/her research published or otherwise subjected to appropriate peer evaluation. In judging research, emphasis must be placed on quality as well as quantity. Consideration should be given to recognition by national and international professional societies and granting agencies, and special recognition by such societies, agencies or other universities should be noted.

2.4 General Contributions to the University and to Society

It is expected that each faculty member will be an active participant in the collegial governance of the University. The faculty member's contributions to all levels of the administration of the University should be considered. Account should also be taken of the faculty member's contributions in initiating and participating in seminars, public lectures or similar activities on campus, and of the stimulation and help he/she may afford to other faculty members of the University. Included in this category are the public service contributions which faculty members may make. There should, however, be a strong focus on the academic content of the contribution by the faculty member in this category.

3. UNIVERSITY CRITERIA FOR APPOINTMENT OR PROMOTION

3.1 Requirements for Assistant Professor

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.

3.2 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.

3.3 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. 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.

4. UNIVERSITY CRITERIA FOR TENURE

4.1 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 3.2.

4.2 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.
5. DEPARTMENTAL CRITERIA AND STANDARDS FOR TENURE AND/OR PROMOTION

5.1 Each department, school and non-departmentalized faculty or area within a non-departmentalized Faculty 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 When a faculty member is hired into a tenure-track position, he/she must 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.

5.3 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.

INTERPRETATION

Section 14.1 of the faculty Association Framework Agreement deals with matters of interpretation of this Policy.

APPENDIX I

CRITERIA FOR ASSESSING FACULTY SCHOLARSHIP IN THE FINE AND PERFORMING ARTS

1. Creative work presented to the public by faculty appointed to teach in creative areas is deemed to be the full equivalent of a published scholarly work for all purposes of renewal, tenure, promotion, or salary review. Such creative work might include the direction of a play, a choreographed dance, a painting, a sculpture, a film, a musical composition or a media event. The creative area in which a faculty member normally will be evaluated for renewal, tenure, promotion, or salary review will be indicated within the terms of appointment.

2. In evaluating creative work consideration will be given to both its originality and its quality.

3. The consideration of creative work as research does not obviate the assessment of such work in relation to teaching effectiveness when students are involved.

4. Any work of art being considered for the purpose of renewal, tenure, promotion, or salary review must be evaluated with rigorous scrutiny, in a way appropriate to the nature of the art and to the subjective nature of art judgment. Peer judgment will be of paramount importance to this evaluation.