

# **RENEWAL, TENURE AND PROMOTION WORKSHOP FOR ADMINISTRATIVE ASSISTANTS**

**2023**



# AGENDA

1. Welcome
2. Presentation – Review of Procedures – Cindy Wills
3. RTP tracking process – Brandon Besant.
4. Discussion/Questions
5. Your suggestions and comments



# ELECTRONIC REFEREE SYSTEM

*Graham Fawcett, Centre for Teaching and Learning*

[Graham.Fawcett@uwindsor.ca](mailto:Graham.Fawcett@uwindsor.ca)

*Ext. 3049*

Instructions for the Electronic Referee System are included in the Pink RTP resource guide (pages 40-43)

**We are still working on a system for AAS members.**

If after you have read the instructions, you require further information, please contact either Graham Fawcett -- [Graham.Fawcett@uwindsor.ca](mailto:Graham.Fawcett@uwindsor.ca)

or Cindy Wills – [cindy@uwindsor.ca](mailto:cindy@uwindsor.ca) or Ext. 2010



# TENURE AND PERMANENCE APPLICATION TIMELINES:

## Tenure Track Assistant Professor

- Performance reviews conducted following the member's first, third and fifth year (Bylaw 22.4.3)
  - Discussion with AAU Head; written copy to the candidate
- Tenure application occurs in year six
  - Early tenure after two years (not normally recommended)
  - Promotion to Associate comes automatically with granting of tenure

## Ancillary Academic Staff

- Performance reviews conducted **first, third and fifth year – no longer annually**
  - Discussion with AAU Head; written copy to the candidate
- Permanence applications as outlined in the candidate's appointment letter
  - Early permanence after two years (not normally recommended)
  - Promotion from AAS I to AAS II and Promotion from AAS II to AAS III are automatic with a successful permanence application.



# CONTRACT RENEWAL CONSIDERATION

***Any faculty member hired July 1, 2020, will need a contract renewal conducted in the Fall of 2023***

## **Performance Reviews – Bylaw 22.4.3:**

- Performance review reports completed by the AAU Head must address the specific AAU-approved criteria and standards. Performance reviews are not conducted annually.
- For those members who have tenure/permanence, performance reviews are conducted every three (3) years.



## RTP CRITERIA

- AAU departmental RTP criteria are ***reviewed annually*** – they must have Faculty Coordinating Council and UCAPT approval. (Bylaw 22.4.1-22.4.1.2)
- All AAU departmental RTP criteria requires the approval of UCAPT.
- **UCAPT approves any new RTP criteria and if there have been some significant changes made to the RTP criteria since its last approval. Updated AAU RTP criteria must be resubmitted to UCAPT for approval.** (Bylaw 22.4.1; 22.4.1.1 and 22.4.1.2)
- Candidates may follow the AAU criteria and standards in place at the time of their initial appointment or any AAU criteria and standards approved thereafter. (Bylaw 23.2.2)
- On the RTP criteria document, it would be very helpful if dates were included on the criteria. For example, the date the criteria was first created; when it was revised; Faculty Coordinating Council's approval date and UCAPT's approval date etc.... - a good example is what Senate does with their bylaws.



# ROLE OF THE CHAIR:

- BEFORE the AAU forwards items to the RTP committee, the documentation must be complete. The RTP committee should **NEVER** review incomplete material
- Ensure committee members review Bylaws 22 and 23, and Article 13 of the Collective Agreement
- Ensure committee members review the completed UCAPT Evaluation Forms before forwarding them to the Dean
- UCAPT Cover Sheet (complete the UCAPT Cover Sheet)
- UCAPT Evaluation Form (complete the UCAPT Evaluation Form during or after RTP committee meeting)
- Record of Student Ratings Tables (Provide complete records of student ratings tables (SPT, SOST and/or SET – see RTP Guide)
- **Including the candidate's teaching scores. *\*\*SET scores were not collected for Winter 2020 during COVID and were optional to include in RTP/RPP for the entirety of the COVID-19 period March 2020-June 2022. Then from June 2022-August 2023, SET scores were also optional as the SET Task Force completed its work and the changes were being implemented. See attached link from the Provost's office.***

[https://www.uwindsor.ca/provost/sites/uwindsor.ca.provost/files/interpretation\\_directive\\_regarding\\_sets\\_and\\_performance\\_reviews\\_for\\_promotion\\_and\\_tenure\\_decisions\\_during\\_the\\_covid\\_19\\_emergency\\_period.pdf](https://www.uwindsor.ca/provost/sites/uwindsor.ca.provost/files/interpretation_directive_regarding_sets_and_performance_reviews_for_promotion_and_tenure_decisions_during_the_covid_19_emergency_period.pdf)

- All Performance Reviews and all Responses must be attached to the application
- All Letters of Reference (for Tenure/Permanence/Prom. to Prof. (22.5.2.3 / AAS III to AAS IV (CA 13.25), Librarian IV (CA 13.19) must be included with the application
- AAU RTP Criteria
- Include the Dean's recommendations (departmentalized faculties) for the file to be sent to UCAPT once received



# CHECKLIST FOR EACH UCAPT APPLICATION:

**All applications are to be submitted in PDF format in the order that appears below**

- Cover Page
- Rating and Evaluation pages
- Electronic CV
- UCAPT record of Student Course Ratings Tables
- Performance Reviews and responses if available
- Letters of Reference (*for Tenure/Permanence OR Promotion to Professor, AAS IV, Librarian IV*)
- Self- Assessment and Teaching dossiers (optional)
- RTP criteria





## 1. **Cover Page** (please ensure that all items below are complete):

- The candidate's name, department and faculty are indicated;
- Contract renewal
- Tenure/permanence files only – A successful tenure application by an Assistant Professor will automatically result in promotion to Associate Professor (Senate Bylaw 22.4.6); This also applies to AAS I or II members applying for permanence.
- Early tenure/permanence files – unsuccessful tenure/permanence applications will default to a review for renewal of contract. A separate submission is not required (Senate Bylaw 22.4.5).
- The current AAU vote is indicated, and previous votes are noted for each year previously reviewed;
- The student's name(s) are recorded (2 are needed if 4 or more faculty members assigned to the RTP committee, excluding the AAU head);
- If there is a committee member absent, please ensure that it is noted on the cover sheet
- The equity assessor's name, signature and date recorded; (*requests for an equity assessor can be sent by email to [eepe@uwindsor.ca](mailto:eepe@uwindsor.ca)*)
- The AAU Head's signature and date.



## 2. Rating and Evaluation Pages

- Please ensure that all rating and evaluation pages are included and in their proper order.

## 3. Electronic C.V.

- The electronic c.v. is the **ONLY** format that is accepted by UCAPT. If the application is submitted with a c.v. other than the electronic c.v. format, it will be returned to the Dean's office.
- If there are any entries in the electronic c.v. that are "**In Press**", please ensure that the corresponding documentation from the publisher is included with the application.
- Number each "**In Press**" notation in the right-hand margin and, also mark the matching back-up documentation with the same number. (i.e. each for the first set, both are number "1", the second set are numbered "2", and so on). Please do not put the backup documentation at the end of the application.



## 4. STUDENT PERCEPTIONS OF TEACHING (SPT)

- Please be advised that the new Student Perceptions of Teaching (SPT) form was approved by Senate in May of 2023 for use in Fall 2023. The new SPT form and sample reports are available here:

<https://lawlibrary.uwindsor.ca/Presto/content/GetDoc.axd?ctID=OTdhY2QzODgtNjhYi00ZWY0LTg2OTU0NmU5NjEzY2JkMWYx&rID=Mzk3&pID=MjMy&attchmnt=False&uSesDM=False&rldx=Mzk3&rCFU=>

### UCAPT Record of Student Course Ratings Tables – SET

- Please ensure that all scores are included with the application (SET scores for the period Fall 2004 up to Fall 2023 (includes SET page for each year, Tables 1a, 1b, 2 and 3) [all these scores are produced by ITS except for **Table 3 which is produced by the AAU Head/Secretary**].

### ➤ UCAPT Record of Student Course Ratings Tables - SOST

- Please ensure that all SOST scores are included with the application. (5 tables for each of the years the member has taught up to and including Summer 2004).
- This is a requirement mostly for promotion to full professor applications.



## 5. Performance Reviews

- Please ensure that **ALL** Performance reviews and any responses to the performance reviews are included with the application.
- Place performance reviews in chronological order, with the most recent date on top.
- A performance review for each year since the candidate's appointment must be included with the application.
- Performance reviews are conducted every 3 years for tenured faculty or AAS members who have permanence.

## 6. Letters of Reference (for Tenure/Permanence applications and for Promotion to Professor, AAS IV and Librarian IV applications):

- Letters of reference in the order indicated on the Cover page must be included. One committee, one candidate and one more chosen from either the committee or candidate's list. All letters of reference must be submitted with the application.



## 7. Self-Assessment & Teaching Dossier Pages (both of these are optional):

- The self-assessment and the teaching dossier pages are optional additions to the application. The candidate is encouraged to submit them, but they are not mandatory.
- If a candidate includes a folder or a binder with their application, check to see if the self-assessment or the teaching dossier pages were included in the binder. If included, please ensure that they are copied and included with the application.

## 8. RTP criteria

- The department's RTP criteria **must** be included with the candidate's application.
- For AAS members – the job description and the RTP criteria are included. In the absence of RTP criteria, please ensure that the job description has been added.



## LIST OF COMMON ERRORS:

- “In Press” supporting documentation is not submitted with the application;
- “In Press” title of supporting documentation is different;
- Table 3 of the SET scores are not included with the application;
- SOST scores are not included with the application (this is most common when a promotion to professor application is submitted);
- Complete set of performance reviews are not included (especially for a tenured professor who requires a performance review be conducted every 3 years following tenure being granted);
- Voting count on the cover sheet is not accurate;
- RTP criteria is not included with the application;
- **All applications are to be submitted in a PDF format**



# EARLY TENURE/EARLY PERMANENCE OR PROMOTION TO FULL PROFESSOR, AAS IV or LIBRARIAN IV

- For any faculty member, Librarian or AAS member that wishes to go early for tenure/permanence shall initiate the process by making an application to the AAU Head/Dean/University Librarian by **September 15<sup>th</sup>** (Bylaw 22.4.5). **Please let me know if any member in your area has decided to do this.**
- For any Associate Professor, Librarian III or AAS III member who wishes to go forward for promotion to full professor, Librarian IV or for AAS IV shall also inform the AAU Head/Dean/University Librarian what their intention is no later than **September 15<sup>th</sup>**. **Please let me know if anyone in your area has decided to do this.**



# NOTABLE CHANGES TO BYLAW 22 IN THE LAST FEW YEARS

**Bylaw 22.4.5:** Any untenured faculty member at the Assistant level can be considered for tenure after two full years of employment in a probationary appointment at the University. In such cases, the faculty member shall initiate the process by making an application to the AAU Head by September 15. If this tenure application is unsuccessful, the untenured faculty member will continue in the probationary appointment according to the normal timelines. Where a faculty member's tenure application falls in the year of renewal, an unsuccessful tenure application will default to a review for renewal of contract. In such cases, a separate submission by the faculty member is not required. The maximum length of employment at the probationary level is six full years of employment.

**Bylaw 22.4.6:** A successful tenure application by an Assistant Professor will automatically result in promotion to Associate Professor. (Only one application is required).





**Bylaw 22.6.4:** The Dean's recommendation on the file and its rationale, and the right to make written representations to the UCAPT, will be provided in writing to the faculty member concerned.

• **Bylaw 22.6.1** states that: "All meetings shall be held *in camera*. **A quorum shall be one less than the full voting membership of the AAU RTP Committee.** All members except the EE/PA and the Dean (in the case of Departmentalized Faculty) will have a vote. The vote will be by secret ballot. A decision shall be reached by a majority vote of the voting members present."

• The bylaw does not require that a student be present to hold a meeting, though it may be recommended. Provided that the committee is properly constituted (appropriate number of faculty, both genders and a student), then the meeting can be held with one less than the full voting membership (regardless of who is the "one less").



# STUDENT MEMBERSHIP

**Senate Bylaw 22.3.1.5:** Student alternates, to a maximum of two per AAU/other body, may be elected by and from the students of the appropriate body to serve as representatives in cases where the elected student representative(s) is(are) unable to participate for an extended period of time due to program requirements. (e.g., co-op or field placements, internships, etc.) **In all instances, there shall be no alternating among and between student representatives during the course of consideration of the promotion, tenure or renewal of contract of an individual faculty member.**



# DEADLINES:

|                             |                            |   |
|-----------------------------|----------------------------|---|
| September 1 <sup>st</sup> : | Bylaw 22.4.2               | Pertinent information brought to the attention of the faculty and AAS members by AAU Head                                     |
| October 1 <sup>st</sup> :   | Bylaw 22.4.3 and C.A. 5:32 | Performance Reviews completed and communicated in writing to faculty and AAS members and Dean by AAU Head                     |
| October 15 <sup>th</sup> :  | Bylaw 22.4.4               | AAU Head reviews performance of faculty and AAS member with the member and indicates recommendations he/she will make re: RTP |
| October 31 <sup>st</sup> :  | Bylaw 22.6.4               | <b><u>Contract Renewal</u></b> Documentation to UCAPT Chair   |
| December 15 <sup>th</sup> : | Bylaw 22.6.4               | <b><u>Tenure/Permanence</u></b> Documentation to UCAPT Chair  |
| January 31 <sup>st</sup> :  | Bylaw 22.6.4               | <b><u>Promotion</u></b> Documentation to UCAPT Chair  |



**All updated RTP materials are  
available on the website:**

**[www.uwindsor.ca/rtp](http://www.uwindsor.ca/rtp)**



**ANY QUESTIONS?????**



# RTP PROCESS CHECKPOINTS

**MOTION:** That the University Committee on Academic Promotion and Tenure (UCAPT) report to Senate in the Fall and Spring, through the Senate Governance Committee (SGC), an aggregated update on the Renewal, Tenure, and Promotion (RTP) process for the current academic year. ([June 2022 page 10 of 11](#))

Brandon Besant from the Office of Institutional Analysis will present the RTP tracking system that has been developed until a more complete enterprise process review has been finalized. The RTP tracking system that we are implementing is based on the Senate motion (noted above).

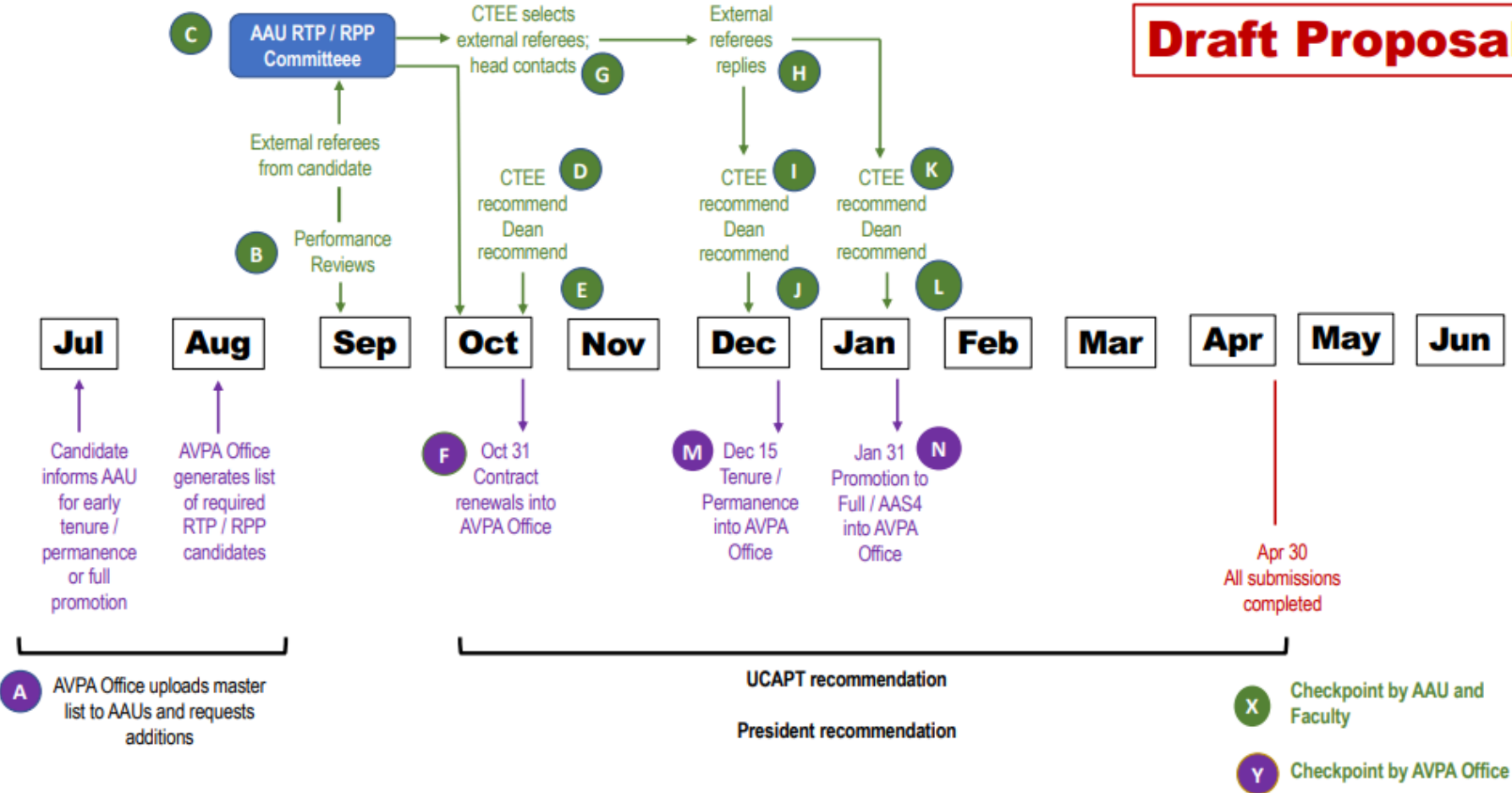
The next few slides show the workflow to which this tracking system was developed.

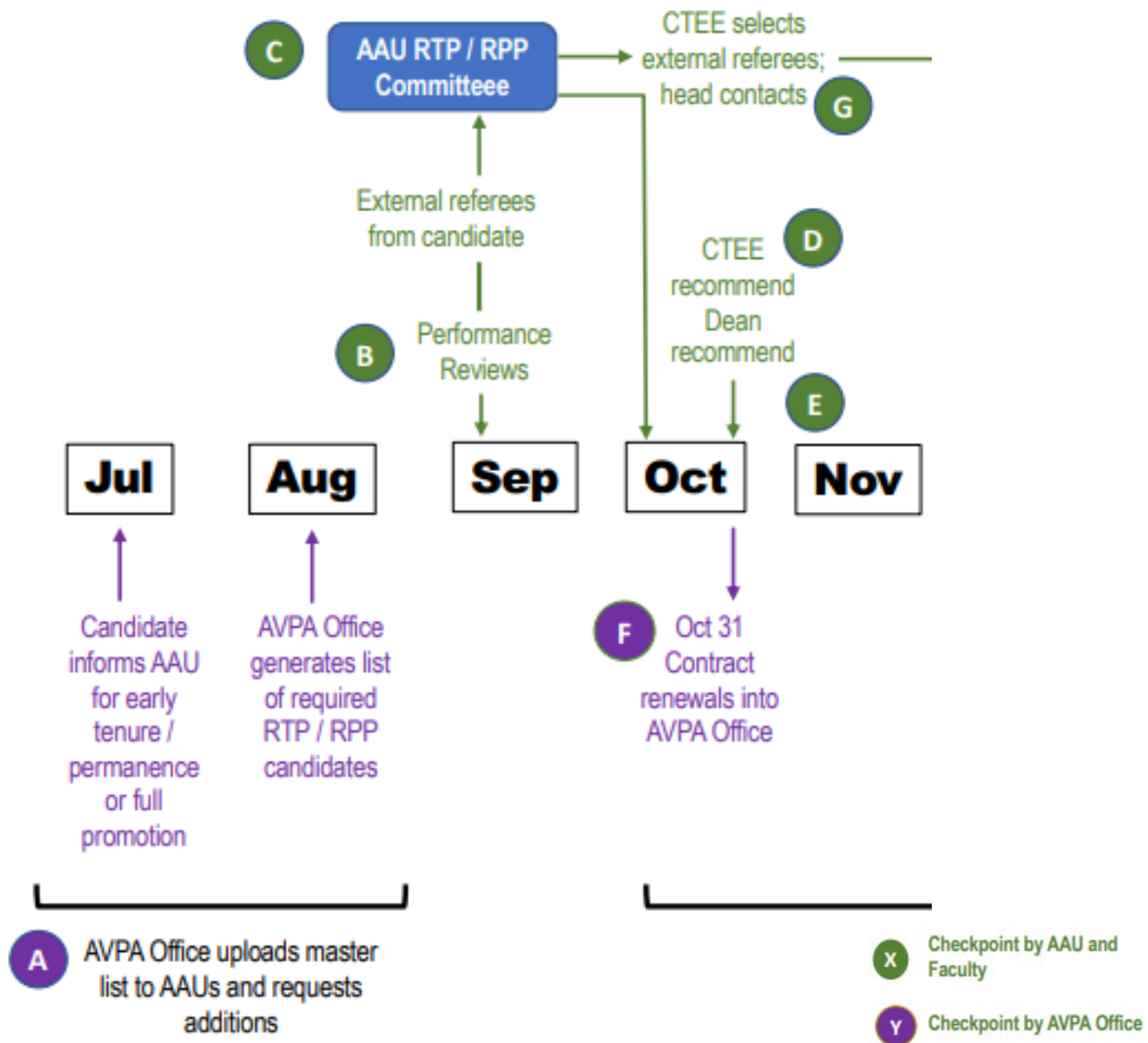
| Contract Renewal Steps | Contract Renewal Step Description                   | Status       |
|------------------------|---|--------------|
| CR-1                   | AVPA Office Uploaded Master List, Confirm Additions | Not Complete |
| CR-2                   | Candidate Informed Head/Dean of Intention           | Not Complete |
| CR-3                   | Package Submitted by Candidate                      | Not Complete |
| CR-4                   | Performance Review Completed                        | Not Complete |
| CR-5                   | RTP/RPP Committees Formed                           | Not Complete |
| CR-6                   | RTP/RPP Meeting Date Set                            | Not Complete |
| CR-7                   | Candidate Notified of Meeting                       | Not Complete |
| CR-8                   | Deliberations Complete                              | Not Complete |
| CR-9                   | RTP/RPP File Sent to Dean's Office                  | Not Complete |
| CR-10                  | Candidate Notified of Recommendation                | Not Complete |
| CR-11                  | Dean Reviewed and Completed Summary                 | Not Complete |
| CR-12                  | Dean Submitted Package to AVPA                      | Not Complete |
| CR-13                  | UCAPT/UCRPPLM Review Complete                       | Not Complete |
| CR-14                  | President Reviewed                                  | Not Complete |
| CR-15                  | AVPA Sent Letter to Candidate                       | Not Complete |

|                              |   |
|------------------------------|---|
| Application Type             | A |
| Contract Renewals            |   |
| Applicant Name               | B |
| Applicant Email              | C |
| Applicant Faculty/Department | D |

# RTP Reporting Framework

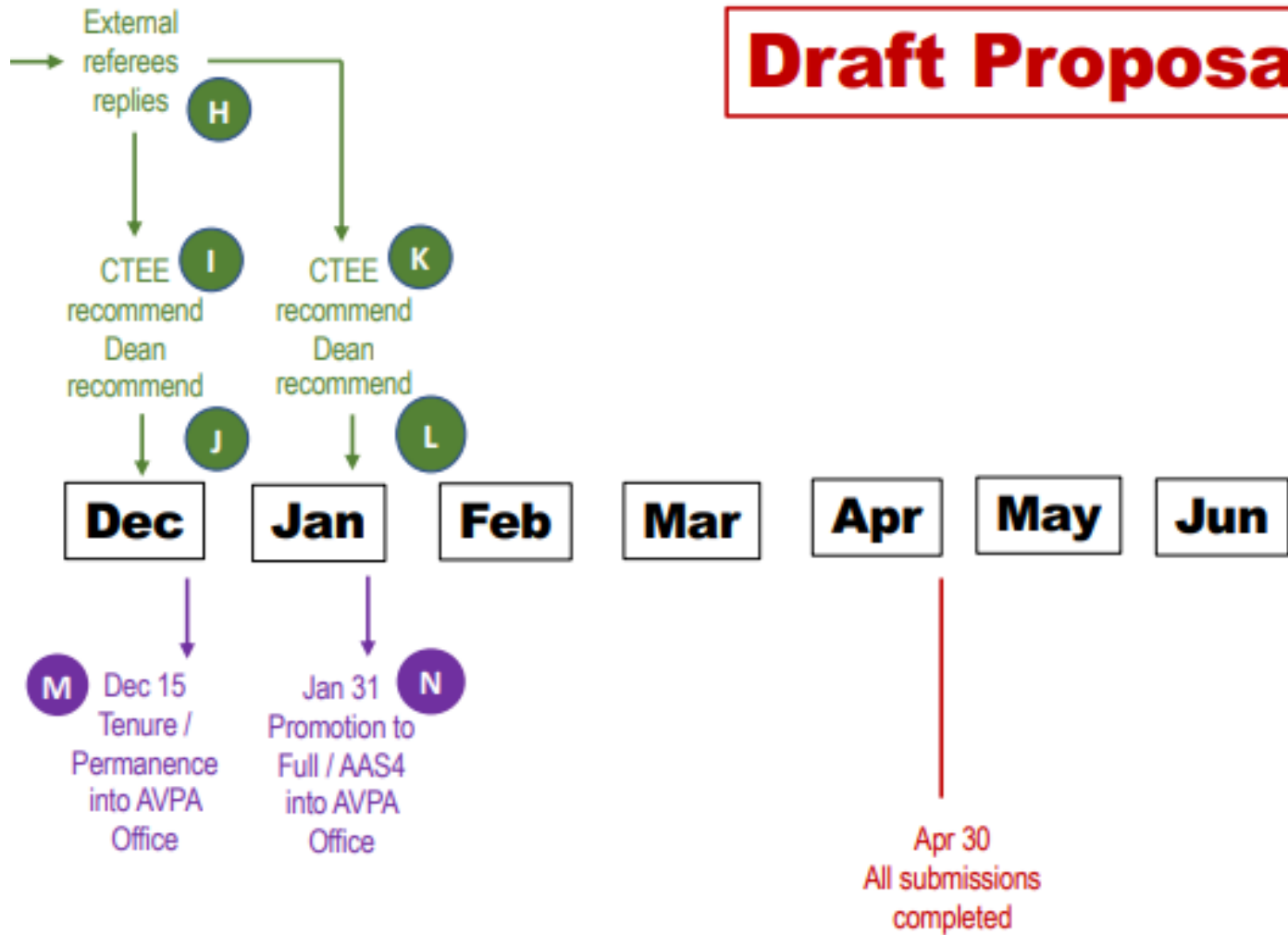
**Draft Proposal**







# Draft Proposal

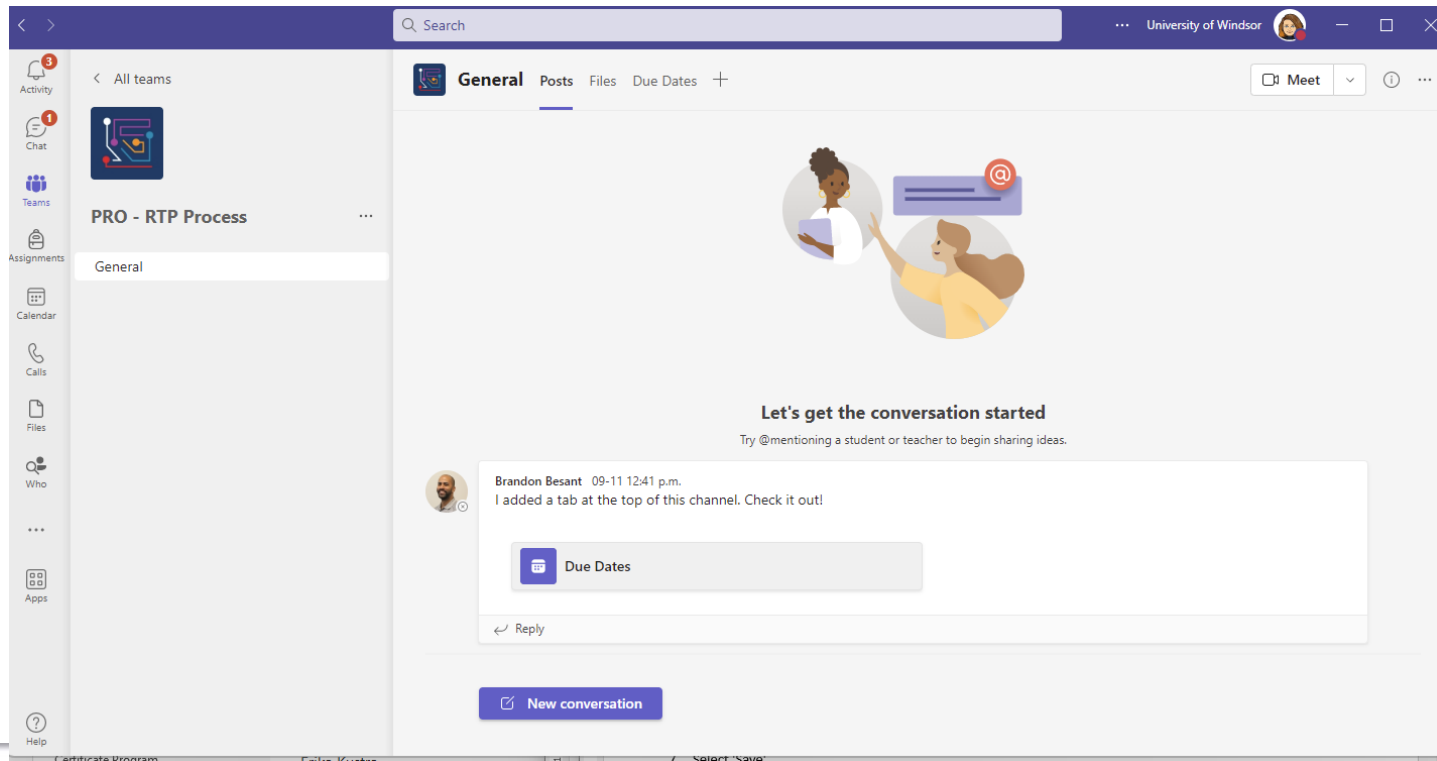


UCAPT recommendation  
President recommendation

- X Checkpoint by AAU and Faculty
- Y Checkpoint by AVPA Office

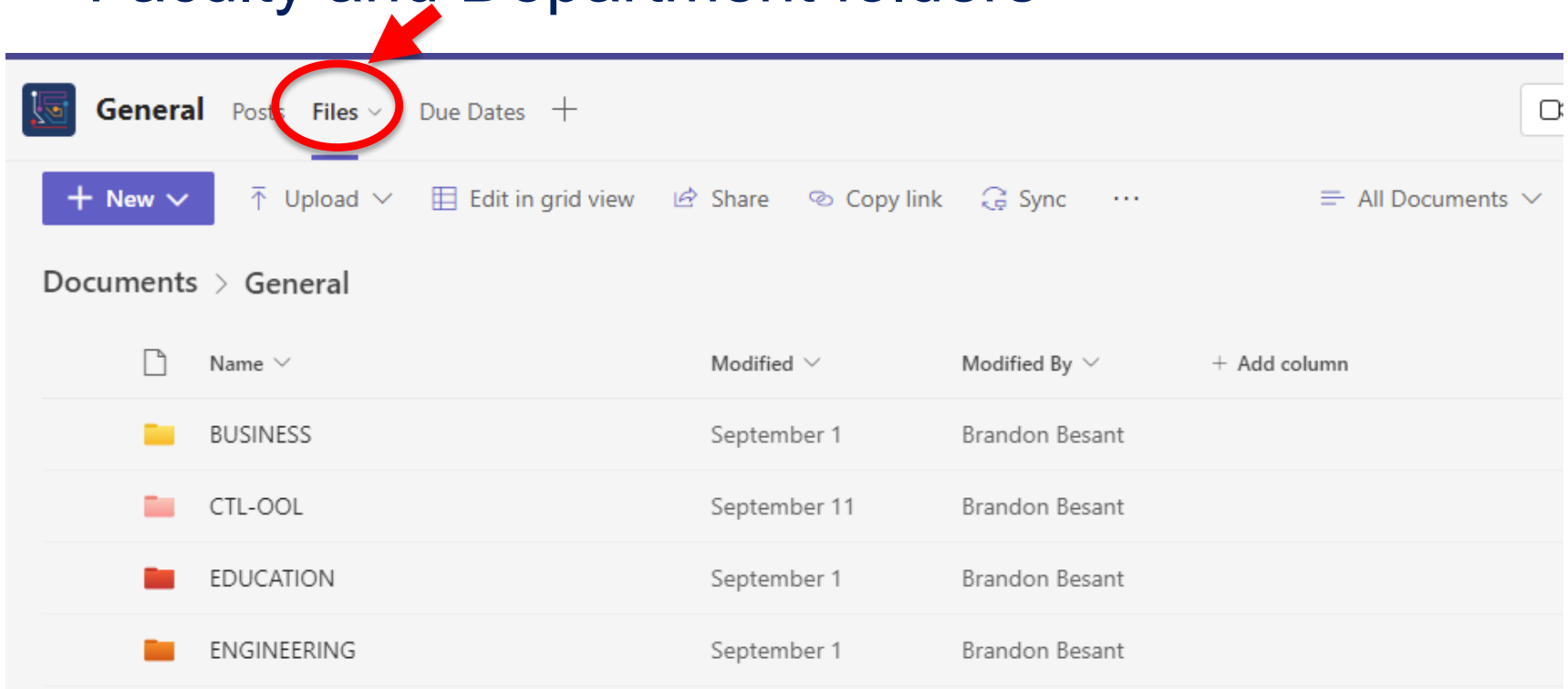
# Getting Started

- Find the RTP Tracker in MS Teams
- PRO-RTP Process



# Find your folder

- Select Files from the top menu to reveal your Faculty and Department folders



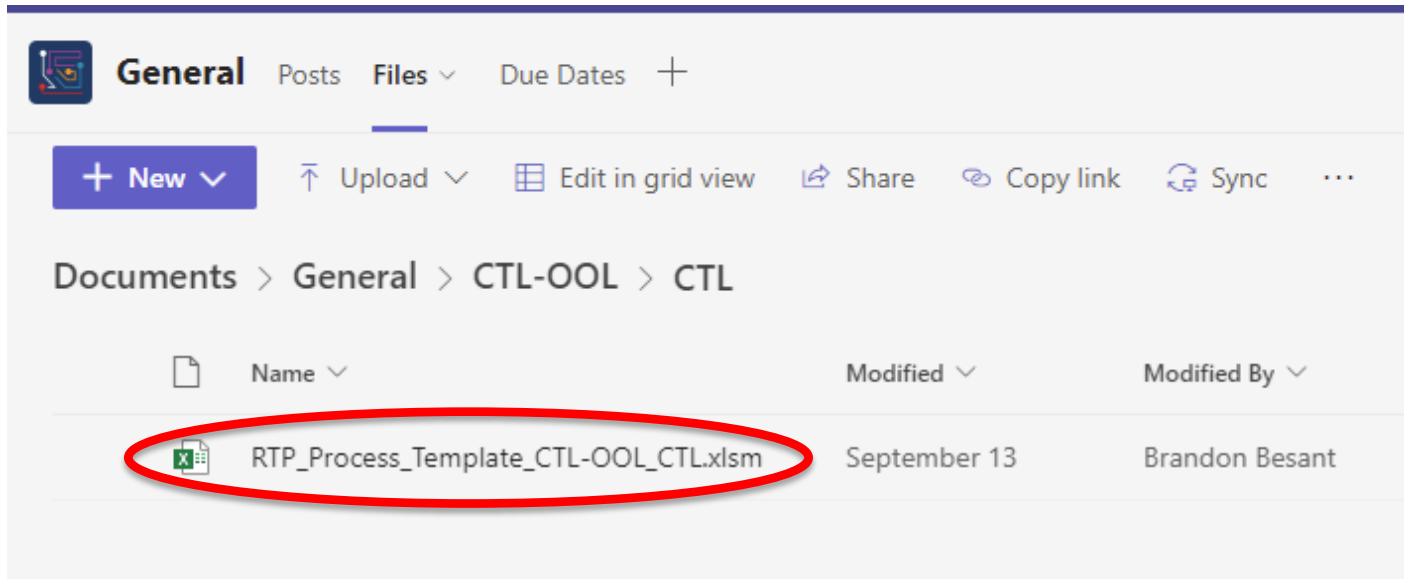
The screenshot shows a file management interface. At the top, there is a navigation bar with a 'General' tab and a 'Files' dropdown menu. A red circle highlights the 'Files' menu, and a red arrow points to it from the text above. Below the navigation bar, there is a toolbar with options like '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', and 'All Documents'. The main content area shows a breadcrumb 'Documents > General' and a table of folders.

| Name        | Modified     | Modified By    | + Add column |
|-------------|--------------|----------------|--------------|
| BUSINESS    | September 1  | Brandon Besant |              |
| CTL-OOL     | September 11 | Brandon Besant |              |
| EDUCATION   | September 1  | Brandon Besant |              |
| ENGINEERING | September 1  | Brandon Besant |              |



# Prepare the Excel File

- Open Excel File template



The screenshot shows a file management interface with a top navigation bar containing 'General', 'Posts', 'Files', and 'Due Dates'. Below this is a toolbar with 'New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', and 'Sync'. The breadcrumb path is 'Documents > General > CTL-OOL > CTL'. A table lists documents with columns for 'Name', 'Modified', and 'Modified By'. The file 'RTP\_Process\_Template\_CTL-OOL\_CTL.xlsx' is circled in red.

| Name                                  | Modified     | Modified By    |
|---------------------------------------|--------------|----------------|
| RTP_Process_Template_CTL-OOL_CTL.xlsx | September 13 | Brandon Besant |



# Save Template with new name

The screenshot shows the Microsoft Excel interface with the 'File' tab highlighted. The spreadsheet contains the following data:

| Step | Recipient Email                         | Email Subject Line   | Email Body   |
|------|---|--|--|
| 1    |   |  | Hello,<br><br>The AVPA Office has uploaded the master renewal, tenure/permanence list to AAUs and requests that you notify this office (avpasec@uwindsor.ca) for any discrepancies.  |
| 2    | CR-1 Please select a Faculty/Department | RTP/RPP Process Step CR-1: AVPA Office Uploaded Master List, Confirm Additions | Thank you,<br>AVPA Office  |
| 3    |   |  | Hello,<br><br>The candidate has completed step "CR-2: Candidate informed Head/Dean of Intention" in the RTP/RPP Process. The next step to complete will be "CR-3: Package and External Referees Submitted by Candidate".<br><br>Step CR-3 should be completed by September 15.<br><br>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca. |



File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles

A1 =IFERROR(CHOOSER(MATCH(Checklist\_1!\$E\$2,{"Contract Renewals","Tenure/Permanence","Promotion to Full professor/ AAS IV / Librarian III or IV"},0),

| Ste  | Recipient Email                    | Email Subject Line   | Email Body   | Faculty - Department |
|------|------------------------------------|--|--|----------------------|
| CR-1 | Please select a Faculty/Department | RTP/RPP Process Step CR-1: AVPA Office Uploaded Master List, Confirm Additions | <p>Hello,</p> <p>The AVPA Office has uploaded the master renewal, tenure/permanence list to AAUs and requests that you notify this office (avpasec@uwindsor.ca) for any discrepancies.</p> <p>Thank you,<br/>AVPA Office</p>   | Dean                 |
| CR-2 | Please select a Faculty/Department | RTP/RPP Process Step CR-2: Candidate Informed Head/Dean of Intention           | <p>The candidate has completed step "CR-2: Candidate informed Head/Dean of Intention" in the RTP/RPP Process. The next step to complete will be "CR-3: Package and External Referees Submitted by Candidate".</p> <p>Step CR-3 should be completed by September 15.</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p> <p>Thank you,<br/>Head/Dean Administrative Assistant</p> | Dean Admin Assistant |
| CR-3 | Please select a Faculty/Department | RTP/RPP Process Step CR-3: Package Submitted by Candidate                      | <p>The candidate has completed step "CR-3: Package Submitted by Candidate". The next step will be "CR-4: Performance Review Completed".</p> <p>Step CR-4 should be completed by October 1.</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p> <p>Thank you,<br/>Head/Dean Administrative Assistant</p>  | Head                 |
| CR-4 | Please select a Faculty/Department | RTP/RPP Process Step CR-4: Performance Review Completed                        | <p>Step "CR-4: Performance Review Completed" has been completed. The next step will be "CR-5: RTP/RPP Committees Formed".</p> <p>Step CR-5 should be completed by October 1.</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p> <p>Thank you,<br/>Head/Dean Administrative Assistant</p>  | Head Admin Assistant |
| CR-5 | Please select a Faculty/Department | RTP/RPP Process Step CR-5: RTP/RPP Committees Formed                           | <p>Step "CR-5: RTP/RPP Committees Formed" has been completed. This is to inform you that the RTP/RPP committee has been formed. The next step will be "CR-6: RTP/RPP Committees Selects External Referees".</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p> <p>Thank you,<br/>Head/Dean Administrative Assistant</p>   | AVPasec              |
|      |                                    |  | <p>Hello,</p> <p>Step "CR-6: RTP/RPP Meeting Date Set" has been completed. This is to inform you that a meeting date has been set. The next step will be "CR-7: Candidate Notified of Meeting".</p> <p>If you have any questions please contact your department head/dean or the avpasec@uwindsor.ca.</p>  |                      |



## Information Tab

Information

- Details on the different components of the RTP Tracker

## Instructions Tab

Instructions

- Detailed instructions

## Process Steps Tab

Process Step Details

- More detailed descriptions of each of the process steps

## Checklist\_\* Tabs

Checklist\_1

- Contains the applicant information including:  
application type, applicant name, applicant email,  
applicant department and the RTP steps

## Email\_\* Tabs

Emails\_1

- Tabs that contain the appropriate recipient's emails and email content for each applicant



# The important Tab!

## Checklist\_\*(Name)

| Contract Renewal Steps | Contract Renewal Step Description                   | Status       |
|------------------------|---|--------------|
| CR-1                   | AVPA Office Uploaded Master List, Confirm Additions | Not Complete |
| CR-2                   | Candidate Informed Head/Dean of Intention           | Not Complete |
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| CR-14                  | President Reviewed                                  | Not Complete |
| CR-15                  | AVPA Sent Letter to Candidate                       | Not Complete |

|                              |   |
|------------------------------|---|
| Application Type             | A |
| Contract Renewals            |   |
| Applicant Name               | B |
| Applicant Email              | C |
| Applicant Faculty/Department | D |

Checklist\_1





# Test

- You should have received access to the MS Teams if you will be involved in approving the file
  - If you don't have access and are administering the process, please contact Brandon Besant ([Brandon.Besant@uwindsor.ca](mailto:Brandon.Besant@uwindsor.ca)) and Cindy Wills ([cindy@uwindsor.ca](mailto:cindy@uwindsor.ca) )
- Trial using your own email
- Try out setting the first row to 'Complete'



Thank you!!  
Feel welcome to stay and ask questions

