



SENATE BYLAW

Bylaw 23: Criteria for Renewal, Tenure and Promotion

APPROVED by Senate: 21 Jan 1970

AMENDED by Senate: 21 Sep 1970, 13 Oct 1976, 20 Mar 1985, 23 Jan 1986, 15 Mar 1990, 15 Feb 1996, 15 May 2003, 15 Jan 2009, 10 Oct 2014, 12 June 2015, 10 June 2016, 09 December 2016

Definitions/Acronyms

AAU: Academic Administrative Unit

EE/PA: Employment Equity/Procedures Assessor

RTP: Renewal, Tenure and Promotion

UCAPT: University Committee on Academic Promotion and Tenure

In this bylaw,

AAU Head includes interim or acting Head

Candidate means faculty member under consideration for renewal of contract, tenure or promotion.

Dean includes interim or acting Dean or Associate Dean acting as designate for that year.

Scholarship includes research, scholarly and creative activity, such as articles published in reputable scholarly journals, peer-reviewed monographs, invited papers delivered to academic or professional associations, demonstrated ability in creative work, conducting or directing, juried exhibits or performances, peer-evaluated unpublished research deemed by senior colleagues to be of a publishable calibre, and other scholarly activities.

1 Preamble

The academic profession is the only group recognized by society to have the primary purpose of discovering and disseminating knowledge and understanding. In order to pursue this purpose, members of the academic profession must be ensured conditions, as much as possible, which permit the free pursuit of truth and this involves freedom to discuss and to criticize. Academic freedom is a fundamental prerequisite for the academic profession. Academic freedom is intended as a safeguard against all those who would challenge the intellectual autonomy of the University and its members, or who would seek to utilize its resources exclusively for the propagation of their own ideologies. However, academic freedom that promises the common good by ensuring the search for truth and its exposition must not be abused. Therefore, the proper exercise of academic freedom is contingent upon the recognition and adequate discharge of duties and responsibilities. Tenure, a continuing full-time appointment with the University, is one of the basic means of protecting and encouraging the exercise of academic freedom.

Each AAU Council shall clearly articulate its procedures, criteria and standards for renewal, tenure and promotion, as outlined in Bylaw 22, section 4.

Diversity is to be honoured as integral to the quality of the university's intellectual mission, in both discipline and methodology, and in faculty complement. The principles of employment equity are to be applied widely, including recruitment, appointment, renewal, tenure and promotion processes. Thus, scholarship and teaching in non-traditional areas and methodologies and/or by members of historically disadvantaged groups and/or designated groups are not to be penalized and will be considered equitably. In accordance with the University's Employment Equity and Education policy/program, the designated groups are: aboriginal persons, persons with disabilities, sexual minorities, visible minorities, and women. Each AAU shall institute measures to ensure that its established criteria and standards are applied equitably and do not create barriers for faculty members from designated or disadvantaged groups. The criteria and standards shall also recognize diversity and emerging new and/or non-traditional scholarship and teaching methodologies.

Candidates must meet the criteria and standards for renewal, tenure and promotion, as set out by their AAU(s) and approved by the Faculty (Coordinating) Council and the UCAPT.

2 Application

- 2.1 This Bylaw shall be given such fair, large and liberal interpretation, construction and application as will best ensure the attainment of its objectives, namely the maintenance of high standards of scholarship, teaching, and service within the University and the effective administration of its AAUs.
- 2.2 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.

3 Criteria for Renewal of Contract

3.1 Teaching

- 3.1.1 A candidate for renewal of contract must have competent teaching ability as demonstrated by such instruments as student evaluations, sample course outlines, a UCAPT teaching dossier, and other evidence as provided by the candidate. The required statement by the AAU Head must contain a detailed assessment of the candidate's commitment to and ability in teaching.
- 3.1.2 While the measure of teaching performance may be based primarily upon Senate-approved student evaluations, it must be supplemented by an evaluation by the AAU Renewal, Tenure and Promotion Committee and a report from the AAU Head. The AAU Head's report will be derived from the candidate's performance review and will comment explicitly on the following points:
 - (i) the candidate's effectiveness in promoting students' academic pursuits and where appropriate stimulating interest in continued study of the discipline;
 - (ii) the candidate's day-to-day availability to students; and the "demands" placed on him/her by students and the candidate's willingness to assist students outside of formal class hours;
 - (iii) investigated student complaints;
 - (iv) unusual patterns of withdrawal from the candidate's classes.

3.2 Scholarship

A candidate for renewal of contract must have demonstrated the potential for competent scholarship. This may take the form of peer-reviewed scholarship (see definition). The candidate's curriculum vitae and the required statement from the AAU Head must give positive indication that the candidate is likely to continue to maintain or to exceed this level of scholarship.

3.3 Service to the University and to the Community

A candidate for renewal of contract must have demonstrated engagement within the life of the AAU and demonstrated potential for service to the broader University community and/or the academic profession. Contributions to the activities of learned and professional societies and other community services utilizing professional expertise will be taken into account.

4 Criteria for Promotion to Assistant Professor

A candidate for promotion to the rank of Assistant Professor must ordinarily possess the appropriate terminal degree and/or professional registration or certification in his/her field of study. The criteria for promotion to Assistant Professor shall be the same as the criteria for renewal of contract. (see section 3)

5 Criteria for Tenure and Promotion to Associate Professor

The criteria and standards for tenure and for promotion to Associate Professor shall be the same. A single application for tenure and promotion to Associate Professor will be required.

The basis for tenure and promotion to the rank of Associate Professor shall be demonstrated academic excellence in his/her field, as exemplified in teaching and scholarship, and a demonstrated willingness to accept reasonable University responsibilities.

5.1 Teaching

In addition to meeting the criteria and standards for teaching for renewal of contract (see 3.1), the candidate for tenure and promotion to Associate Professor must have demonstrated consistent competent teaching, a commitment to good teaching, which includes classroom teaching, mentoring, and supervision at all levels, and a willingness to be of assistance to students.

The assessment of the candidate's teaching shall be made as described in 3.1.

5.2 Scholarship

In addition to meeting the criteria and standards for scholarship for renewal of contract, the candidate for tenure and promotion to Associate Professor must have achieved significant results through his/her scholarship for which s/he has been largely responsible. Such results must include peer-reviewed scholarship (see definition).

Additionally, the AAU Head is required to obtain arm's length external evaluations of the quality of the candidate's scholarship as specified in Bylaw 22, sections 5.2.3-5.2.4.

There must be demonstrated evidence that the candidate is likely to continue to maintain or to exceed this level of scholarship based on the candidate's curriculum vitae, the letters from arm's length external reviewers (noted above), and the required statement from the AAU Head containing a detailed assessment of the candidate's scholarship.

5.3 Service to the University and to the Community

A candidate for tenure and promotion to Associate Professor must have a demonstrated record of consistent activity within the life of the AAU, and a demonstrated record of service to the broader University community and/or the academic profession. Contributions to the activities of learned and professional societies and other community services utilizing professional expertise will be taken into account.

6 Criteria for Promotion to Professor

Promotion to the rank of Professor will normally be granted if the candidate for such promotion has, in the opinion of his/her peers within the academic community, achieved substantial distinction in his/her field, as exemplified in teaching and scholarship, and demonstrated a willingness to accept reasonable University responsibilities. Though distinction in all areas will not be considered requisite, candidates will be expected to have achieved the levels of performance described below.

Among the following guidelines, teaching and scholarship will be accorded most weight by the UCAPT. The UCAPT will accord weight in individual cases to service when the candidate's service activity is deemed sufficiently significant.

Although promotion to the rank of Professor will rarely if ever be granted on the basis of teaching alone, the UCAPT recognizes that a candidate with a long-standing record of outstanding teaching, including distinguished performance in the classroom and dedication to the welfare of students, constitutes a special case. Even in such cases, it will normally be considered a minimum requirement that some level of peer-reviewed scholarship has been accomplished.

6.1 Teaching

In addition to meeting the criteria and standards for teaching for tenure and promotion to Associate Professor

(see 3.1), the candidate must have demonstrated a consistently higher level of competence in teaching than that required for promotion to Associate Professor (see 5.1).

The assessment of the candidate's teaching shall be made as described in 3.1.

6.2 Scholarship

In addition to meeting the criteria and standards for scholarship for tenure and promotion to Associate Professor, the candidate for the rank of Professor must have demonstrated a sustained commitment to his/her scholarship. Such results must include peer-reviewed scholarship (see definition). Such scholarship must be sufficient in quantity to indicate that the candidate's contribution is widely recognized by academic authorities in his/her field. The candidate should have achieved some measure of national or international recognition.

Additionally, the AAU Head is required to obtain arm's length external evaluations of the quality of the candidate's scholarship as specified in Bylaw 22, sections 5.2.3-5.2.4.

There must be demonstrated evidence that the candidate is likely to continue to maintain or to exceed this level of scholarship based on the candidate's curriculum vitae, the letters from arm's length external reviewers (noted above), and the required statement from the AAU Head containing a detailed assessment of the candidate's scholarship.

6.3 Service to the University and Community

A candidate for promotion to Professor must have demonstrated leadership in service to the AAU, to the broader University community and/or academic profession. Contributions to the activities of learned and professional societies and other community services utilizing professional expertise will be taken into account.