

Renewal, Tenure/Permanence and Promotion Process (RTP/RPP)



Office of the Provost
Associate Vice-President, Academic
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April 30, 2025



Agenda

1. RTP/RPP Process Overview
 - Timelines
2. Role of the Candidate
 - eCV
 - Optional Self-Review
 - Teaching Dossiers
3. Performance reviews
4. AAU RTP/RPP Committee
5. Role of the Chair
6. Role of UCAPT
7. RTP/RPP Criteria



Why Is RTP/RPP Process Important?

Individual

**Provides
feedback on
progress.**

**Careers
depend on it!**

Institutional

**Ensures
university
quality.**

**Mechanism for
public
accountability.**



Tenure/Permanence Timeline

- 
- **1st full-year**
 - 1st Performance Review
 - **Contract Renewal (usually 3 years)**
 - 2nd Performance Review
 - RTP/RPP Committee Meeting
 - **Tenure/Permanence (usually 5-6 years)**
 - 3rd Performance Review
 - External Reviews
 - RTP/RPP Committee Meeting



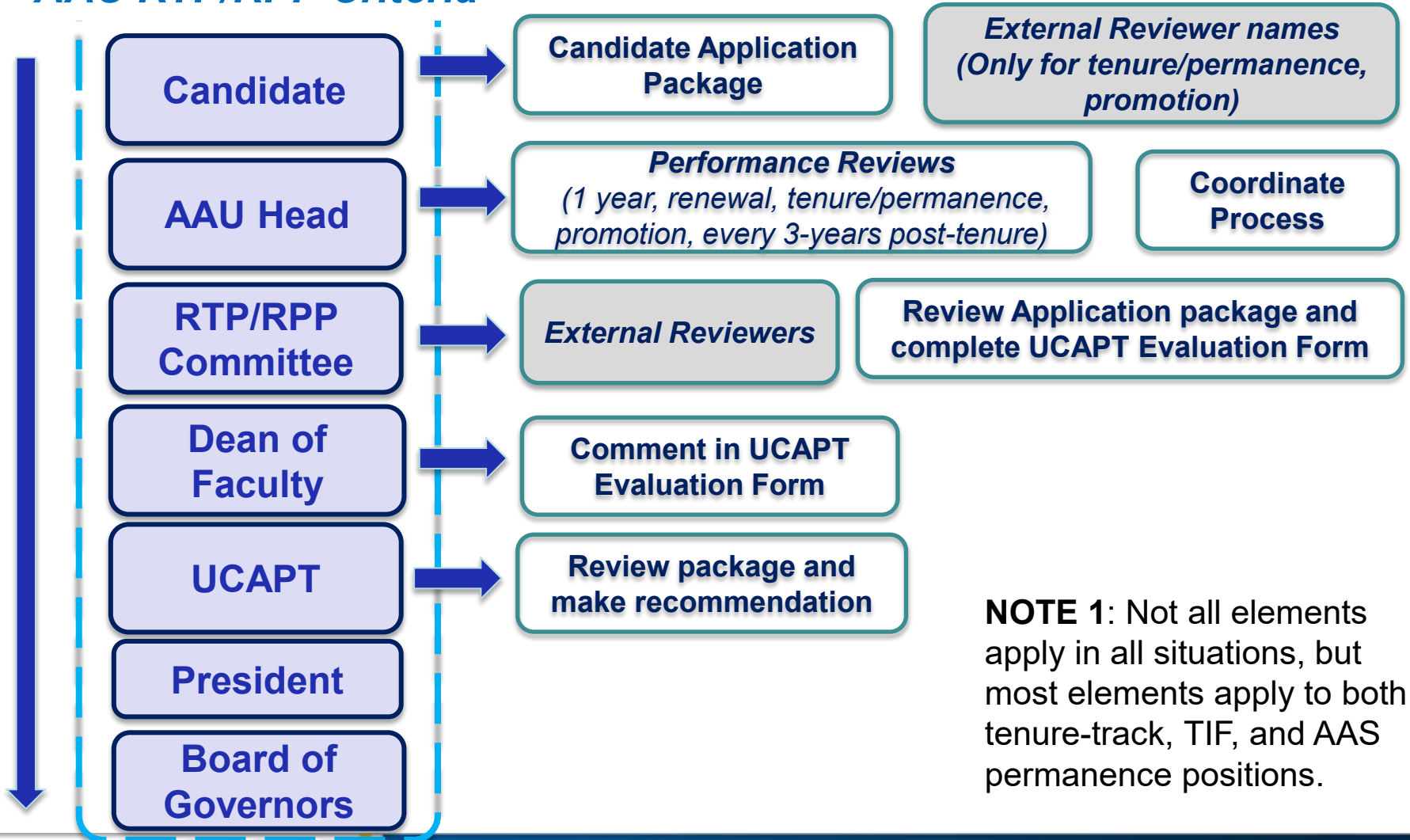
Contract Renewals

- **Faculty members hired July 1, 2022, will need a contract renewal conducted this Fall of 2025**
- Faculty members hired July 1, 2024, will need their contract renewal conducted in the Fall of 2027
- For those members who have tenure/permanence - performance reviews are conducted every three (3) years



Key Components: Overall Process

AAU RTP/RPP Criteria



NOTE 1: Not all elements apply in all situations, but most elements apply to both tenure-track, TIF, and AAS permanence positions.



Summary of Key Deadlines

If there are deadline concerns, please contact Blair Gagne

July 15	C.A. 5:31	Every faculty updates eCV
September 1	Bylaw 22.4.2	AAU Head informs AAU
October 1	Bylaw 22.4.3/C.A. 5:32	Performance review (PR)
October 15	Bylaw 22.4.4	Review PR
October 31	Bylaw 22.6.5	Renewal info to UCAPT
December 15	Bylaw 22.6.5	Tenure info to UCAPT
January 31	Bylaw 22.6.5	Promotion info to UCAPT

2023 onwards: Senate motion in 2021-2022 will implement **tracking of key RTP/RPP milestones** to ensure transparency.



New RTP/RPP Tracking For AAU Heads/Admin

- A process to raise transparency in the RTP/RPP Process
- Mandated by Senate to develop a process for this Fall (voted [June 2022](#))
- More complete enterprise process review underway

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



Managing Tenure/Permanence and Promotion Timeline

Recommended Revisions: starting in the spring to have time to recruit referee

April 15

Draft of package submitted by candidate to initiate process

by September 1st:

April 15-30

Meet with AAU RTP/RPP committee to select names of external reviewers from lists previously gathered from i) the committee, and ii) the candidate. At least one (1) name selected from the committee's list, one (1) from the candidate's list, and one (1) from either the committee or candidate's list. A total of three referees are required.

by October 1st:

Documentation completed for all performance reviews by candidate.

July 15

by October 15th:

Meet with faculty members to discuss performance reviews.

July 30

August 10

by November 17th:

Sept 30-Oct 15

Circulate materials to external referees

RTP/RPP Committee meeting – must have all materials including external
With at least five 5 days notice: circulate packages to RTP/RPP committee. Consider whether candidate should be invited to attend meeting to provide further clarification prior to RTP/RPP committee recommendation.

by November 28th:

The RTP/RPP committee completed final review of applications.

by December 1st:

All documentation completed by the AAU Head and reviewed by the RTP/RPP committee members for feedback.

by December 5th:

Documentation delivered to the Dean for Dean's comments.

December 15th:

Applications delivered to the Chair of the UCAPT.



UCAPT Website Resources



FUTURE STUDENTS

ask.UWindsor

SUPPORT UWINDSOR



MENU



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University Committee on Academic Promotion and Tenure (UCAPT) Process and Procedures

[UCAPT Membership](#)

[UCAPT meeting and submission deadline dates 2024-2025](#)

Charts for Renewal, Tenure and Permanence Consideration

- [Faculty, Librarians & AAS I and II members](#)
- [Associate, Librarians III & IV, AAS III & IV members](#)
- [Librarian I and II members on 5-year contracts](#)
- [Librarian III members on 4-year contracts](#)

RTP UCAPT APPROVED CRITERIA AND FRAMEWORKS: [Renewal, Tenure and Promotion \(RTP\) Criteria Research and Teaching Evaluation Frameworks](#) | [Office of the Provost and Vice-President, Academic \(uwindsor.ca\)](#)

Documentation

UCAPT CHECKLIST - [/provost/sites/uwindsor.ca/provost/files/ucapt_checklist_2024_1.pdf](#)

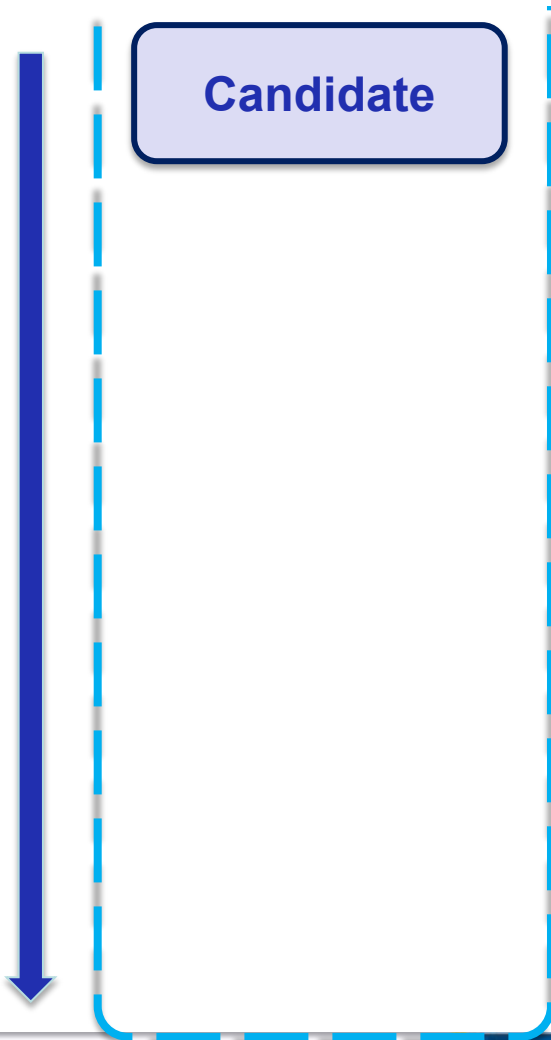
All links below direct to Microsoft Word Documents

1. Cover Sheets
 - [Contract Renewal - Faculty](#)
 - [Contract Renewal - Ancillary Academic Staff](#)
 - [Tenure and Promotion to Associate Professor - Faculty](#)

<https://www.uwindsor.ca/provost/336/university-committee-academic-promotion-and-tenure-ucapt-process-and-procedures>

Key Components: Overall RTP/RPP

AAU RTP/RPP Criteria



Intentionally Identifying Strengths and Gaps



Role of the Candidate

- Check your RTP/RPP criteria carefully.
- Prepare your package
 - **Electronic Curriculum Vitae** mandatory (CA 5.31).
uwindsor.ca/ecv
 - add supporting documents for *in-press*
 - **Optional Self-Assessment.**
 - **Optional UCAPT Teaching Dossier.**
- Use the cover page checklist to ensure the documents are complete!
- Forward package to your AAU Head.



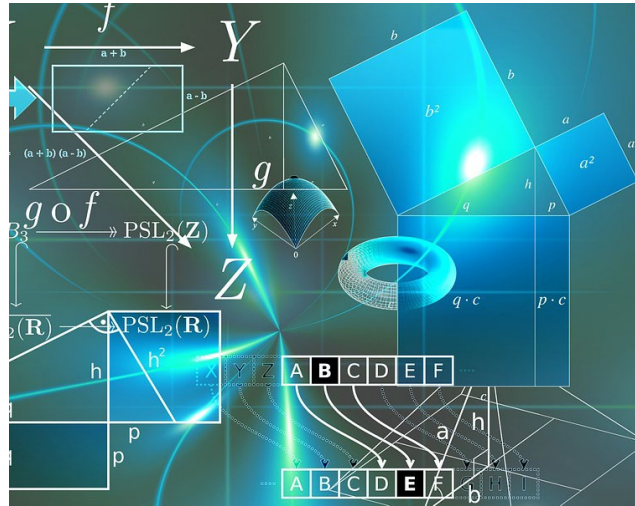
Optional Self-Evaluation

[Pink Resource Guide](#) (Page 35)

- I. Teaching Ability and Performance
- II. Research, Scholarly and Creative Activity
- III. Contributions to the University and to the Academic Profession in areas exclusive of teaching and research
- IV. Overall Self Assessment

Refer to your RTP/RPP Criteria as a summary





Documenting your Teaching through a Teaching Dossier



Centre for Teaching & Learning
<https://www.uwindsor.ca/ctl/>



University of Windsor

What is a Teaching Dossier?

A ***succinct*** document that provides a portrayal of your teaching:

- What you ***believe/ value***
- What you ***do*** (activities, methods)
- What ***impact*** it has



Common Components

A. Teaching Approach: *What you believe*

- Teaching philosophy

B. Teaching Contributions: *What you do*

- Teaching practices/methods
- Courses taught, student supervision
- Scholarship of Teaching and Learning
- Teaching development

C. Teaching Feedback: *What impact you have*

- Student ratings, peer letters and messages, other data

D. Appendices: Supporting Evidence (*Evidence of impact*)

- Examples of work, methods, outlines, manuals, sample work, exams, letters

(University Windsor Template format

<https://www.uwindsor.ca/ctl/sites/uwindsor.ca.ctl/files/ucapt-teaching-dossier-guide.doc>)



Activity for Later Reflection

What kind of teacher are you?

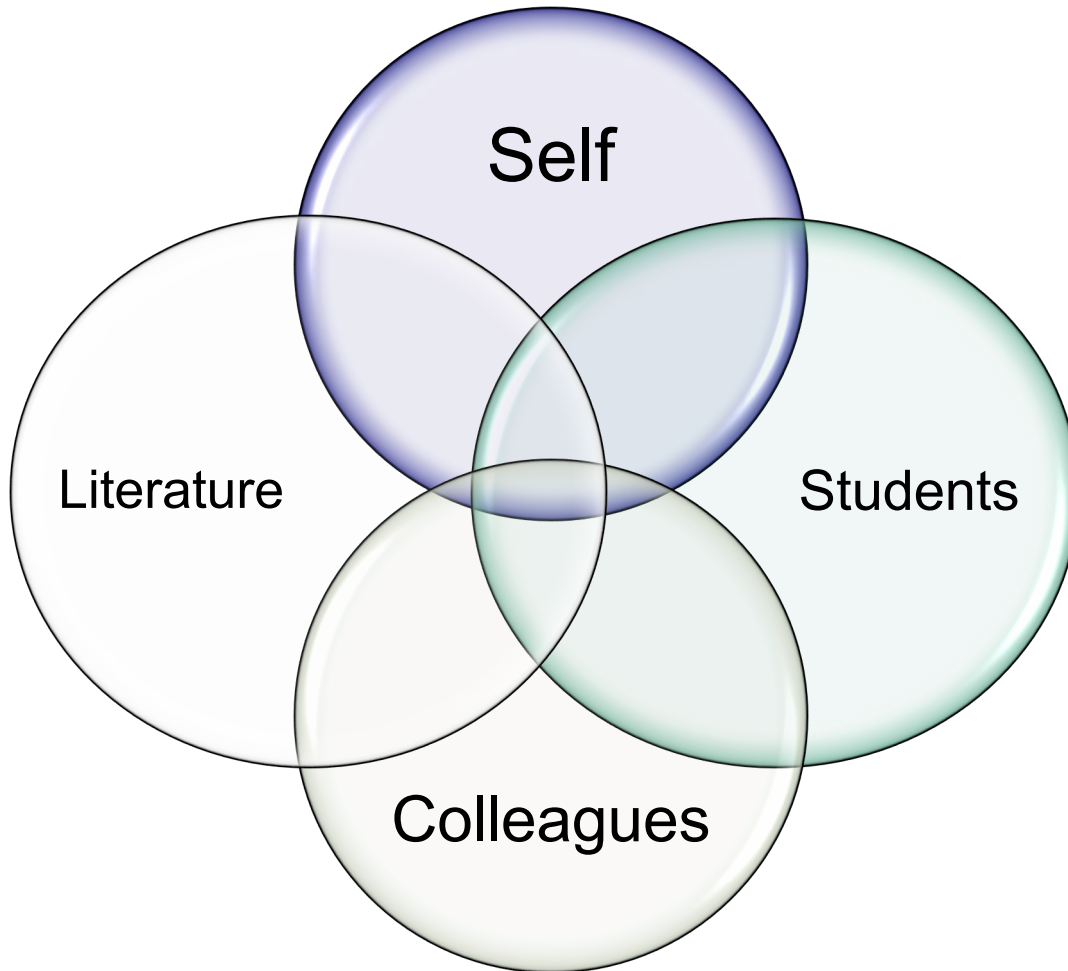
*Suppose someone walked into your class
– how would you like someone to describe
you?*



Teaching Dossier Academy – First week of June



Triangulate Evidence



Provide multiple sources of evidence

New Student Perception of Teaching ([SPT](#)) – one source among others

(Brookfield, 1995)



Student Evaluations of Teaching (SET)

Reminder from COVID: Including SET Scores is your choice for Winter 2020-August 2023

- SET scores were not collected for Winter 2020 during COVID
- SET scores were optional to include in RTP/RPP for the entirety of the COVID-19 period March 2020-June 2022 by Senate COVID decision [See message from the Provost's office](#)
- June 2022-August 2023, SET scores were also optional as the SET Task Force completed its work and the changes were being implemented by Senate vote.
- For SET reports and feedback submit a ticket to IT services: www.uwindsor.ca/itservices/support/ticket



Student Perceptions of Teaching (SPT)

[SPT Policy](#) Approved May 2023

[SPT User Manual](#): includes UWindsor and
Faculty norms

Instructions for students: ask.Uwindsor.ca

To request a report: [Submit an IT ticket for assistance](#)

Questions: spt@uwindsor.ca



SPT Ratings for use in RPT and Performance Reviews - Semester Teaching Summary

Anonymized:

Information clipped from left includes

- Personal identifying information
- Course Code
- Course Name

Fall
Averages
→

Winter Averages →
2023/24 Avg. →

Inter/Summer Averages →
2024/25 Avg. →

<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>
259	29	11.20%	35	4.71	5.20	5.21	5.68	4.80	5.34	4.57	4.39
164	35	21.34%	9	3.91	4.43	3.74	5.42	5.09	5.20	3.86	3.42
55	7	12.73%	5	3.43	3.52	3.86	4.84	5.10	4.93	3.40	2.71
478	71	15.09%	49	4.02	4.38	4.27	5.31	5.00	5.16	3.94	3.51
<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>
118	11	9.32%	10	4.52	5.45	5.18	6.11	5.03	4.52	4.15	3.79
47	5	10.64%	4	4.77	5.40	5.63	6.20	5.07	5.40	3.88	4.93
165	16	9.98%	14	4.65	5.43	5.41	6.16	5.05	4.96	4.02	4.36
643	87	13.05%	63	4.27	4.80	4.72	5.65	5.02	5.08	3.97	3.85
<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>
197	4	2.03%	19	5.46	5.75	5.29	6.13	5.58	6.31	5.80	5.50
197	4	2.03%	19	5.46	5.75	5.29	6.13	5.58	6.31	5.80	5.50
				<i>Normative Averages:</i> 6.26 6.33 5.97 6.55 4.79 5.98 5.85 5.80							



SPT Ratings for use in RPT and Performance Reviews - Courses by Semester

Same information, same instructor sorted by course level.

Note, these reports provided both as *.pdf and *.xlsx

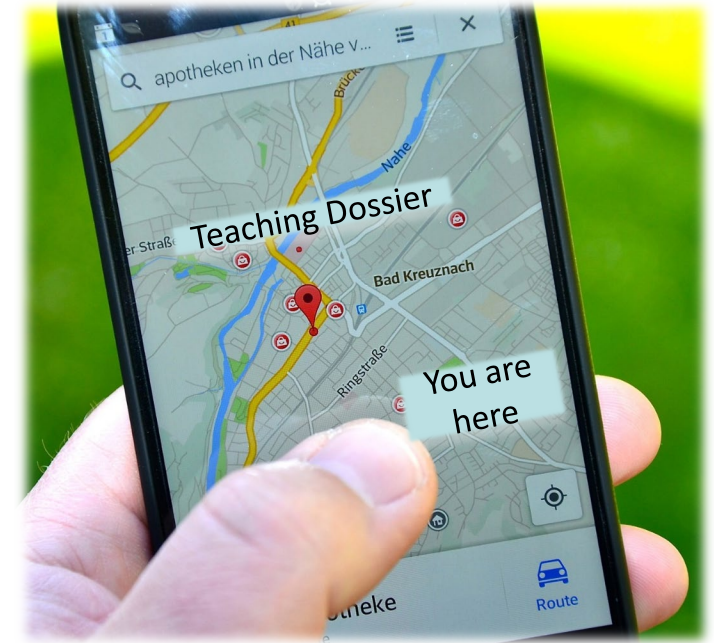
Shaded averages are by course/semester. So only differ if one teaches multiple sections of same course (groups them together).

<u>Enrollment</u>	<u>Responses</u>	<u>Response Pct</u>	<u>Withdrawals</u>	<u>ID</u>	<u>FoL</u>	<u>GE&F</u>	<u>PLA</u>	<u>WD</u>	<u>SM</u>	<u>PL</u>	<u>OS</u>	
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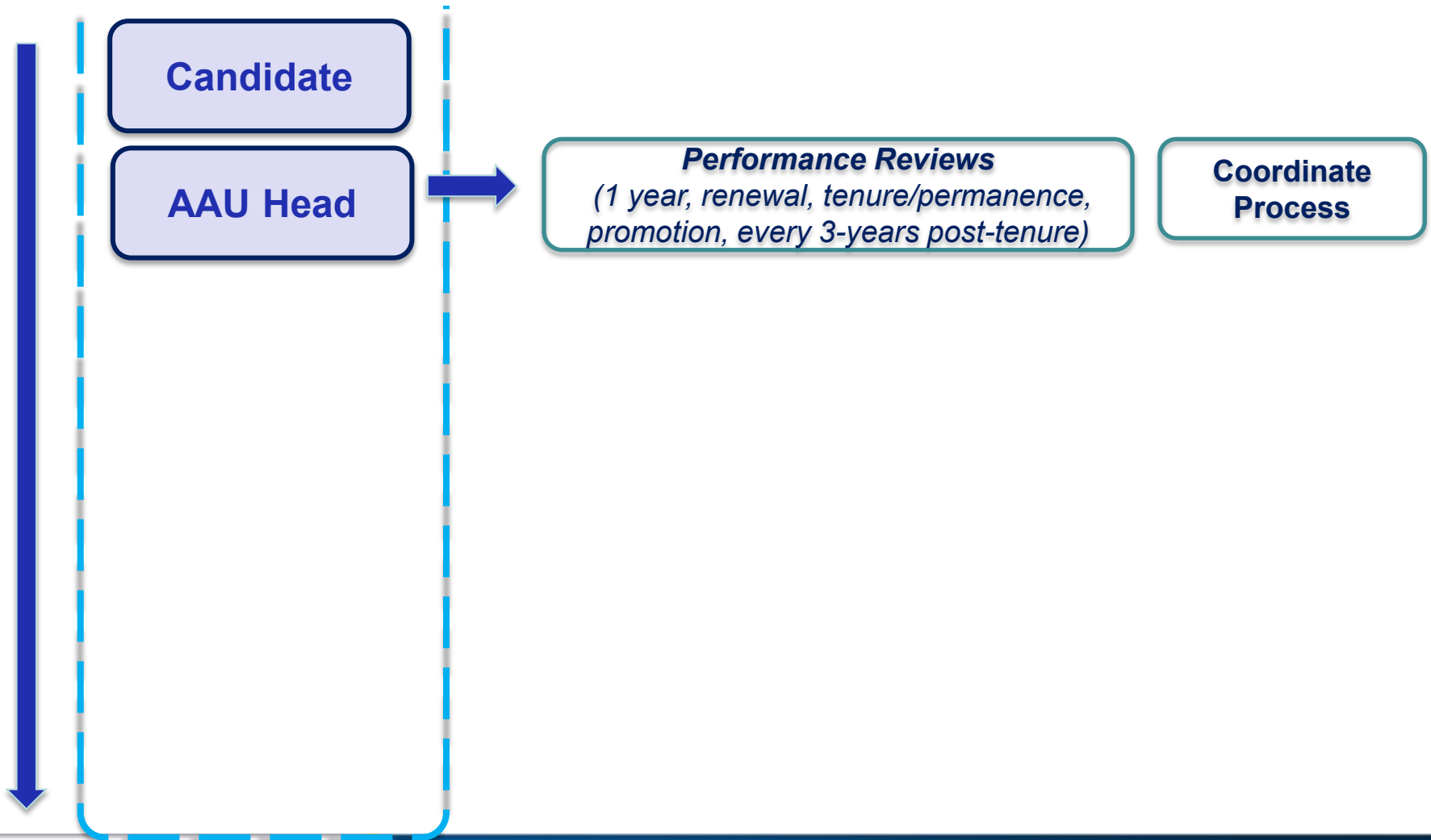
Next Steps to Prepare Your Package

- Open a teaching dossier file
- Schedule updates for dossier and eCV
- Use electronic calendars to track details
- Gather explicit evidence
- Involve a colleague/critical friend
- Compare with your criteria
- Meet with your Head/Dean



Key Components: Overall RTP/RPP

AAU RTP/RPP Criteria



Performance Reviews Bylaw 22.4.3.1

- Prepared by the AAU Head in writing.
- Addresses the AAU-approved criteria (Bylaw 23).
- Good practice to meet to review together.
- Sign the Performance Review.
- You have the right to make a **written response** relating to achievement of the criteria.

Dates:

- Completed by the AAU Head and **signed by October 1** following the **first and third year, and prior to tenure/permanence** (usually the fifth full year)
- The Performance Review and any written response shall be filed with the Dean of the Faculty by October 8th.



Performance Reviews – Post-Tenure

Bylaw 22.4.3.2 - Every 3 years

- By October 1, the AAU Head shall complete a Performance Review every three years for each **tenured faculty member** of the AAU relating to the criteria for promotion to Professor specified in Bylaw 23.

Bylaw 22.4.3 – You can request one too!

- By September 15, a tenured faculty member wishing a Performance Review communicates the request to the AAU Head, and the Performance Review is to be completed by October 1.



Procedural Fairness

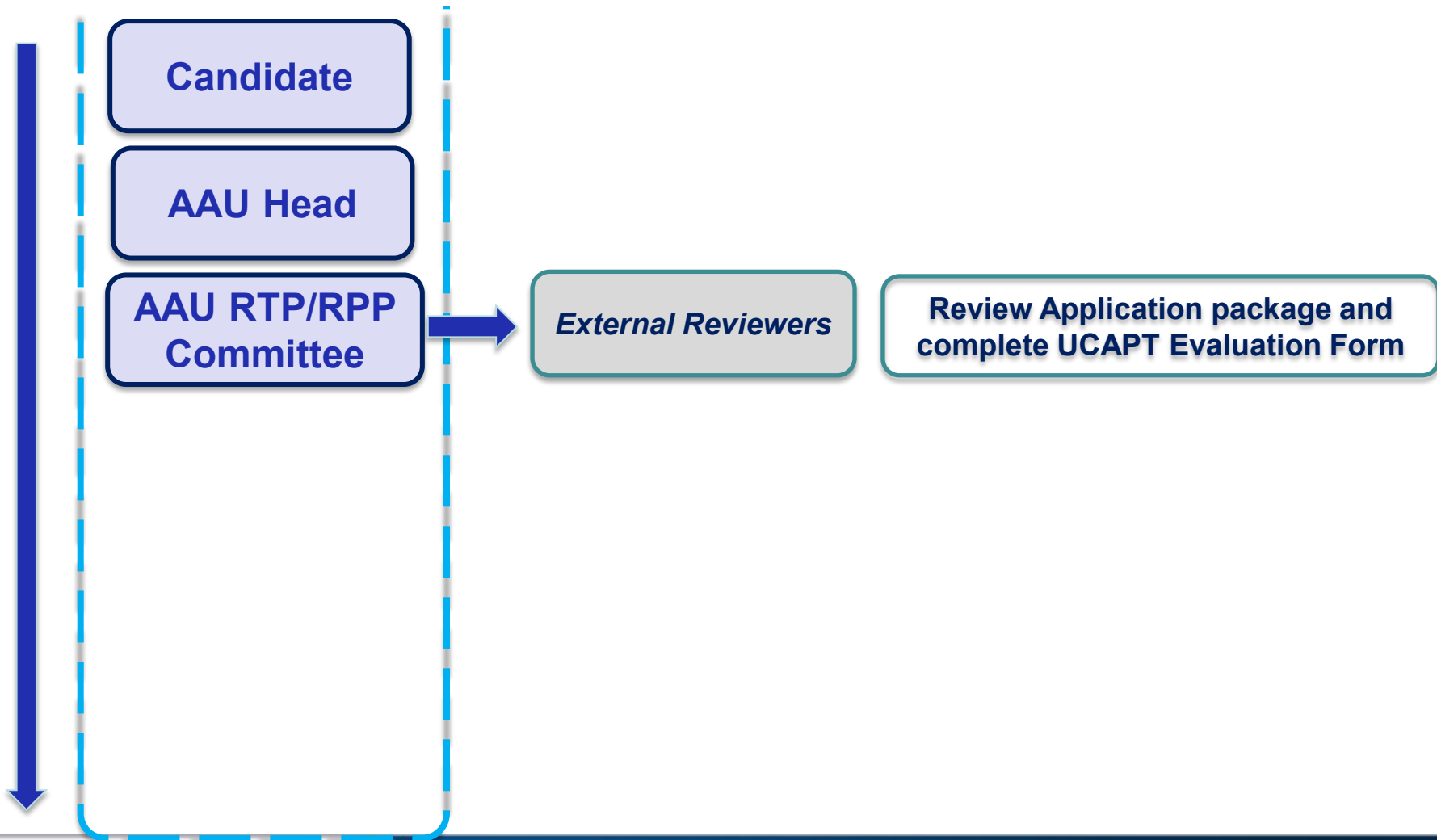
Candidate has full opportunity to:

- Tell your story: Complete and submit *c.v.*, optional self-assessment statement and optional teaching dossier, and to view the completed UCAPT documentation.
- Know the Head's view of performance in writing and to respond in writing.
- Appear and speak at RTP/RPP meeting.
- Respond regarding negative recommendation.



Key Components: Overall RTP/RPP

AAU RTP/RPP Criteria



RTP/RPP Committee [Bylaw 22.3]

Non-departmentalized Faculty

- Dean [Chair of RTP/RPP Committee]
- 3 to 5 regular faculty elected by regular faculty members at AAU council – majority must be tenured
- One student (see Bylaw 22.3.1.5)
- Equity Assessor [non-voting]
- Two different genders to be represented from members, one must be female, excluding student



Departmentalized Faculty - as above except:

- **Dean (or delegate) of faculty [non-voting]**
- **AAU Head, [chair of RTP/RPP committee]**
- 3 to 5 regular faculty elected by regular faculty members at AAU council – majority must be tenured
- One student (see Bylaw 22.3.1.5)
- Equity Assessor [non-voting]
- Two different genders to be represented from members, one must be female, excluding student



Quorum for RTP/RPP Committee

- Quorum is one less than the full voting membership of the AAU RTP/RPP Committee (**Bylaw 22.6.1**).
- A student need not be present to hold a meeting.

... however, meetings should not be scheduled so that they preclude certain members from being able to regularly attend.



Selecting External Reviewers

- Options identified by the Candidate
- Options identified by RTP/RPP Committee
- Select 1 from each, last can be from either
- Include bio for each suggestion to help select
- Avoid Conflict of Interest – arms-length
- Recommend start process of selection in Spring



Role of the AAU Head, Chair of Committee

- Ensure committee members and candidate review Bylaws 22 and 23, and CA Article 13.
- Complete Performance Reviews (confirm criteria)
 - Recommend: review materials with candidate, write letter, review final letter with candidate and provide opportunity to respond.
 - **Attach all signed Performance Reviews and signed responses with the final package.**
- Gather Student Ratings and Course Information
 - SET scores were **not collected for Winter 2020** during COVID and were optional **March 2020- August 2023** as voted by Senate.)



Role of the Chair continued

- Reach out for external reviewers for tenure/permanence or promotion to professor – include all letters in the package.
- Before sending items to the RTP/RPP committee, check documentation is complete. The committee should **NEVER** review incomplete material.
 - Checklist on the UCAPT Cover sheets
- At least 48 hours before the meeting, inform candidate in writing of the date and time and of their right to make personal representation to the Committee (Bylaw 22.5.2)



Role of the Chair continued

- Chair the RTP/RPP Committee Meeting
 - 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 is reached by a majority vote of the voting members present.
 - Tie vote = a positive recommendation
- Complete the UCAPT Evaluation Form with the RTP/RPP committee



Role of the Chair cont.

- Complete the UCAPT Cover Sheet
- Forward package for Dean's recommendations (in departmentalized Faculties)
- Inform the candidate of the recommendation
- Forward package to UCAPT



UCAPT Cover Sheet

UNIVERSITY OF WINDSOR

RECOMMENDATION TO UCAPT BY AAU RTP COMMITTEE - Renewal of Contract

Please Refer to:

Senate Bylaws 20, 22, 23 and

Collective Agreement Articles 5:31, 5.32, 12 & 13

AAU RTP Committee Membership:

List ALL members AND indicate whether present or absent

- 1) Voting AAU Head (Chair):
- 2) Voting Student (a):
- 3) Voting Student (b) [ONLY required for Joint & Hybrid appointments – Bylaws 20.2.1.3 and 22.3.1.3]:
- 4) Voting Faculty members:
- 5) Non-voting Dean (or designate) of Departmentalized Faculty:
- 6) Non-voting EE/PA:

<p>Check List:</p> <p><input type="checkbox"/> 1) yellow cover sheet</p> <p><input type="checkbox"/> 2) Rating and Evaluation Form</p> <p><input type="checkbox"/> 3) candidate's printed electronic c.v.</p> <p><input type="checkbox"/> 4) UCAPT Record of Student Perceptions of Teaching Ratings Tables</p> <p><input type="checkbox"/> 5) Table 3</p> <p><input type="checkbox"/> 6) all performance reviews and responses</p> <p><input type="checkbox"/> 7) optional Candidate Self-Assessment Statement</p> <p><input type="checkbox"/> 8) optional teaching dossier</p> <p><input type="checkbox"/> 9) AAU RTP Criteria</p>

RECOMMENDATION

To be completed by AAU Head:

NAME:

AAU/DEPT/SCHOOL:

Faculty:

The AAU Committee Recommends **RENEWAL OF CONTRACT:** **Yes** **No**

Previous AAU Votes on Renewal of Contract:

<u>Date (day/month/year)</u>	<u>Yes</u>	<u>No</u>	<u>Abstention</u>	<u>Non-Voting</u>	<u>Absent</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current AAU Vote: Yes: No: Abstention: Non-Voting: Absent:

Date:

EE/PA Signature: _____

Date:

AAU Head Signature: _____



Revised UCAPT Evaluation Form

- 7-point scale is eliminated
- Evaluation categories will come from AAU RTP/RPP criteria categories
- Consistent format
- Provides greater opportunity for insightful commentary

I. EVALUATION OF TEACHING ABILITY AND PERFORMANCE

A. Committee's Sources of Evidence

List the RTP/RPP Committee's principal sources and bases of information for the evaluation.

*Sources of evidence could include but are not limited to teaching philosophy statements, EDI statements, teaching dossiers, colleague and student perceptions of and/or feedback on teaching, external reviewers' comments, contributions to teaching, educational material development, and educational leadership. **Student perceptions of teaching (SPT) results cannot be used as the sole source of information.***

If a Teaching Dossier is provided, please refer to relevant contents specifically. See also WUFA Collective Agreement.

B. Committee's Evaluation based on Teaching Criteria

Position's Weighting for the Teaching Criteria (X%)

Traditional weighting 40%, variations clarified in RTP Criteria or in position descriptions/letters.

Please insert the key Criterion/Indicators from your AAU.

INSERT your AAU RTP/RPP Teaching Criteria here:

Criterion/Indicator	Summary of Evidence Used in Evaluation	Committee Evaluation: <i>Eg Unsatisfactory / Satisfactory / Good / Excellent</i>

If the unit criteria do not explicitly recognize and/or take into account EDI and Indigenization, or the unique and individualized contributions made by Black, Indigenous, and racialized faculty please see the WUFA Collective Agreement for guidance. *If applicable*, please explain how these aspects have been considered.



Revised UCAPT Evaluation Form

- Sample

Please insert the key Criterion/Indicators from your AAU. **Faculty of Education Sample Criteria inserted below.**

Criterion/Indicator	Summary of evidence used in the evaluation Short comments of RTP Committee highlighting key evidence used in evaluation.	Committee Evaluation: Unsatisfactory / Satisfactory / Good / Excellent
<i>Criterion 1: Design and Planning of Teaching and Learning Activities</i>		
<i>Criterion 2: Instructional Methods</i>		
<i>Criterion 3: Assessment, Evaluation, and Feedback to Students</i>		



UCAPT Evaluation Rubric

C. Committee's Overall Evaluation of Teaching Ability and Performance

Modify rubric to be appropriate for AAU

- Rubric provided for guidance – can be modified to reflect AAU context
- Emphasis is to comprehensively review teaching, research, service
- Provides greater opportunity for insightful commentary

Evaluation Level	Description. These descriptions are only guidelines to understand the broad differences between evaluation levels. These descriptions are for illustration only, and not all may apply. AAU RTP/RPP committees may redefine this rubric as appropriate.
Unsatisfactory	The candidate has performed well below normal expectations as outlined in the teaching criteria. The teaching methods and approaches employed may be inappropriate or inadequate for the intended learning outcomes. The relationship the candidate has established with students is poor and is detracting from effectively teaching the expected content. The candidate has demonstrated little or no initiative to improve teaching through additional training and/or mentorship opportunities, nor have they acted on meaningful feedback.
Satisfactory	The candidate has performed within the bounds of normal expectations as outlined in the teaching criteria. The teaching methods and approaches employed generally fulfil the intended learning outcomes. The candidate has a productive but not remarkable rapport with students. Lesser performance in one aspect (e.g., in class instruction) may be balanced by greater performance in another aspect related to teaching (e.g., student supervision). The candidate is aware of opportunities to improve teaching (e.g., workshops, etc.) but may have only participated in limited opportunities.
Good	The candidate has performed above normal expectations as outlined in the teaching criteria. The teaching methods and approaches employed fulfil the intended learning outcomes, and has stimulated the interest or enthusiasm of students and others. The candidate has a productive rapport with students. Lesser performance in one aspect (e.g., in class instruction) may be balanced by significantly greater performance in another aspect related to teaching (e.g., student supervision).
Excellent	The candidate has performed significantly above normal expectations as outlined in the teaching criteria. The teaching methods and approaches employed fulfil the intended learning outcomes, and has stimulated high levels of interest or enthusiasm by students and others. The candidate has a strong, productive rapport with students. The candidate may provide superior mentorship or assistance to students within the context of teaching.

Clearly state and comment on how the applicant has performed with respect to specific AAU RTP/RPP criteria.



Equity, Diversity, Inclusivity

Collective agreement and Letter XI recognition for service

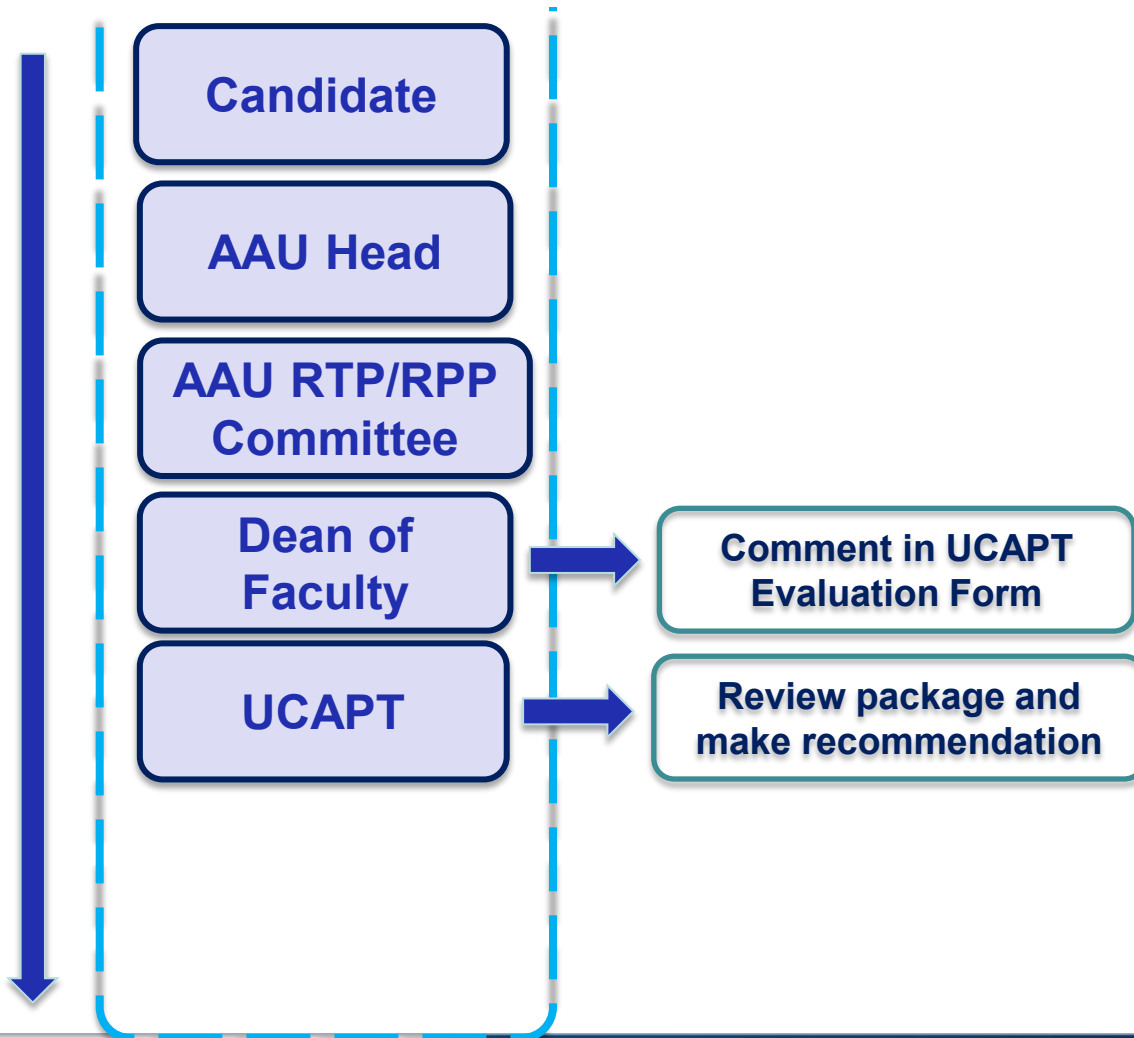
- To allow a member's service contributions to be devoted to service that in the member's opinion is for the benefit of Black, Indigenous, or racialized students or their communities.

Meet regularly (ideally every year) to discuss workloads



Key Components: Overall RTP/RPP

AAU RTP/RPP Criteria



Role of the University Committee on Academic Promotion and Tenure (UCAPT)

- Ensure fair process.
- Ensure application of the criteria/standards.
- Review new or revised criteria/standards.
- Make a recommendation to the President.



RTP/RPP Criteria

Increase transparency and grounded in the discipline:

- Known to the candidate.
- Reasonable within discipline and unit.
- Measurable wherever possible.

- AAU departmental RTP/RPP criteria are ***reviewed annually*** – they must have Faculty Coordinating Council and UCAPT approval. (Bylaw 22.4.1-22.4.1.2)
- UCAPT approves **new** RTP/RPP criteria and if there have been some significant changes made. **Updated AAU RTP/RPP criteria must be resubmitted to UCAPT.** Include dates for approvals (like Senate), indicate what changes have been made.



RTP/RPP Criteria - continued

- Provided to external reviewers (permanence, tenure, promotion) to provide guidance for external assessments.
- 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).

Ask your AAU for the latest criteria.



Example: RTP/RPP Criteria from Kinesiology 2021 (Teaching Section)

Criterion 5: Demonstrated ability to attract and successfully mentor and train students in research		
	Associate Professor	Professor
a) Successful undergraduate and graduate student recruitment and retention, supervision, and mentorship	Evidence that undergraduate and graduate students were recruited based on the candidate's reputation and actions.	Sustained evidence that the candidate attracts undergraduate and graduate students, and successfully supervised/mentored them to high achievement. For example, high achievement could imply post-doctoral positions, internship/job placements, research and grant success.
b) Undergraduate and graduate student application to external funds	Evidence that undergraduate and graduate students applied for external funding opportunities (e.g., tri-council/OGS funding).	Sustained evidence that undergraduate and graduate students applied for external funding opportunities (e.g., tri-council/OGS funding).
c) Evidence of collaboration with and support of undergraduate and graduate student presentations, publications, or creative activity	A pattern of collaboration with undergraduate and graduate students as evidenced by co-authorship on projects.	Evidence of a sustained pattern of collaboration with undergraduate and graduate students as evidenced by co-authorship on projects.



Tenure Consideration: Applies to Assistant Professors

- **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.
- **The maximum length of employment at the probationary level is six full years of employment.**
- The last year for a tenure application to be considered, is during the sixth year of employment. In the 7th, the faculty member must have gained tenure.

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).



What Stops your Permanence Clock?

- A sick leave or parental leave **does not automatically stop** the clock. However, if you feel that any one of these impacted your progress towards permanence, then ask for a permanence deferral [Article 12:05\(e\)](#).
- Leave of absence without pay – service shall not include the period of leave under clauses [18:05\(a\) and \(b\)](#) and [Article 20](#).



Summary - Making the RTP/RPP Process Fair and Meaningful

- ***For applicant...*** be as complete as possible.
- **Put your best foot forward:** ensure your record is complete and accurate (e.g., avoid “double dipping” when itemizing achievements).
- If there is a discrepancy, you will be invited to present – this is a positive because this is your opportunity to present your case. It is NOT punitive.
- ***For committee members...*** be objective.
- Issues have and do arise because of personal conflicts.
- **UCAPT is intended to be the neutral party.**



Useful Resources

University Committee on Academic
Promotion and Tenure

[\(UCAPT\) Process and Procedures](#)

- Guides
- Sample forms
- Link to approved RTP/RPP Criteria



Teaching Dossier Resources

University of Windsor Template

University of Alberta – good examples of support documents

- <https://www.uwindsor.ca/ctl/502/teaching-dossiers>
- Teaching Dossier Academy (TDA) – first week of June each year
- <https://ctl2.uwindsor.ca/workshops/3/>

TDA Resources

- <https://www.uwindsor.ca/ctl/sites/uwindsor.ca.ctl/files/tda-resource-booklet-2021.pdf>

One-on-one Consultations

- <https://www.uwindsor.ca/ctl/347/teaching-dossier-consultation>

Observations and Feedback

- Peer Collaboration Network <https://www.uwindsor.ca/pcn/>
 - CTL <https://www.uwindsor.ca/ctl/346/teaching-observations>
- Images: Pixabay*



Questions / Discussion



Thank you!
Feel welcome to stay and ask questions



Managing **Contract Renewal** Process Timeline

Suggested Timeline to meet October 31 deadline

- by** June 30th All performance review documents drafted.
- by** September 8th: Meet with faculty members to discuss performance reviews.
- by** September 15th: Invite candidate to meet with RTP/RPP committee.
With at least five 5 days notice: circulate packages to RTP/RPP committee.
- by** September 19th: Initial review of each candidate completed by the AAU RTP/RPP committee. Consider whether candidate should be invited to attend an additional meeting to provide further clarification prior to RTP/RPP committee recommendation.
- by** October 3rd:
of The AAU RTP/RPP committee has completed its final review each application.
- by** October 10th: Documentation completed by the AAU Head has been reviewed by the AAU RTP/RPP committee members.
- by** October 20th: Documentation delivered to the Dean for the Dean's comments.
- October 31st** **All applications delivered to the Chair of the UCAPT.**



Managing Promotion Process Timeline

Suggested Timeline to meet January 31 deadline

Try starting in the spring – to have time to recruit referees

- by** October 1st: Documentation completed for all performance reviews. Meet with AAU RTP/RPP committee to select names of external reviewers (min. 3) from lists previously gathered from i) the committee, and ii) the candidate. At least one (1) name selected from the committee's list, one (1) from the candidate's list, and one (1) from either the committee or candidate's list. A total of three referees are required.
- by** October 15th: Meet with faculty members to discuss performance reviews. External reviewers have agreed they will serve as referees.
- by** November 1st: Reference materials circulated to external reviewers.
- by** December 20th: Candidate invited to the upcoming RTP/RPP committee meeting. With at least five 5 days notice: circulate packages to RTP/RPP committee.
- by** January 7th: The RTP/RPP committee met and completed its initial review. Consider whether candidate should be invited to attend an additional meeting to provide further clarification prior to RTP/RPP committee recommendation.
- by** January 14th: The RTP/RPP committee completed final review of applications.
- by** January 17th: All documentation completed by the AAU Head and reviewed by the RTP/RPP committee members for feedback.
- by** January 21st: Documentation delivered to the Dean for Dean's comments.
- January 31st: All applications delivered to the Chair of the UCAPT.**

