



University
of Windsor

Provided by the Office of the Provost and Vice-President, Academic



2021-2022

UCAPT

RTP

RESOURCE MATERIALS

For: _____
Candidate's Name

Date: _____

Please refer to this package while preparing UCAPT material for each candidate while progressing through the contract renewal, tenure/permanence and promotion processes. The contents apply to Renewal, Tenure/Permanence and Promotion. When using it, be sure to apply only those parts that are relevant to the application.

Memo to: Deans and Heads
Re: Contract Renewal, Tenure /Permanence and Promotion Process

Note: Senate Bylaw 20, 22 and 23 ARE in effect.
Also note Articles 5:31, 5:32, 12 and 13 of the Windsor University Faculty Association/ University of Windsor Collective Agreement.

Make a Check mark ✓ on the blank lines provided to indicate completion of each step.

Summary of Important Deadlines

Bylaw:

September 1:	22.4.2	Pertinent information brought to attention of faculty members by AAU Head
October 1:	22.4.3 and C.A. 5:32	Performance Reviews completed and communicated in writing to faculty members and Dean by AAU Head
October 15:	22.4.4	AAU Head reviews performance of faculty member with member and indicates recommendations he/she will make re: PTR Initiate process to solicit letters of reference for all candidates applying for tenure/permanence and for promotion to professor
October 31:	22.6.4	Documentation to UCAPT Chair re: Renewals
December 15:	22.6.4	Documentation to UCAPT Chair re: Tenure/Permanence
January 31:	22.6.4	Documentation to UCAPT Chair re: Promotion

RENEWAL, TENURE/PERMANENCE AND PROMOTION

CONTENTS

	PAGE NUMBER
1. Timelines	1
• Contract Renewal	1
• Tenure/Permanence.....	2
• Promotion	3
2. Adoption of Changes to Bylaw 22 – Renewal and Tenure/Permanence.....	4-5
3. UCAPT Application Instructions.....	6-16
UCAPT Record of Student Course Ratings Tables	
SET	8, 9, 10, 11, 12
SOST	13, 14
UCAPT Evaluation of Research and Scholarly Activity.....	15
Contributions to the University and to the Academic Profession in Areas Exclusive of	
Teaching and Research	16
AAU RTP Committee Evaluations.....	16
4. UCAPT Cover Sheets:	17-24
i) Contract Renewal (Use yellow paper)	17
ii) Contract Renewal (AAS members) (Use yellow paper)	18
iii) Tenure and Promotion to Associate Professor (Use orange paper)	19
iv) Permanence and Promotion to AAS II or III (Use orange paper)	20
v) Promotion to AAS II or III (<i>use when promotion does not include permanence</i>) (Use blue paper) ..	21
vi) Promotion (Use green paper).....	22
vii) Promotion to AAS IV (Use green paper)	23
viii) Promotion to Sessional Lecturer II or III (Use green paper)	24
5. UCAPT Rating and Evaluation Form	25-29
6. UCAPT Optional Self-Assessment Statement.....	30-32
7. UCAPT Optional Teaching Dossier Guide	33-35
8. UCAPT Optional Teaching Dossier Form.....	36
9. User guide for Electronic Referee System.....	37-41
10. Senate Bylaws:	
i) 20	42
ii) 22	49
iii) 23	58
11. Collective Agreement Articles:	
i) 5:31 and 5.32	61
ii) 12	61
iii) 13	72

Note: All of the above material is available electronically at www.uwindsor.ca/RTP

TIMELINE – CONTRACT RENEWAL

University Committee on Academic Promotion and Tenure (UCAPT)

AAU Head:

Please use the following as a general guide to meet the Senate Bylaw requirement that

the recommendations of the AAU RTP Committee on contract renewals, with all the necessary supporting documents as directed by the UCAPT, and the recommendations from the Dean shall be submitted to the Chair of the UCAPT on or before October 31. (Senate Bylaw 22.6.5)

You are welcome to conclude each process on earlier dates.

Preferably by June 30th	Documentation is completed for all performance reviews.
by September 8th:	Meet with faculty members to discuss performance reviews.
by September 15th:	With at least 48 hours notice: invite the contract renewal candidate to the upcoming AAU RTP committee meeting, indicate date, time, and location of the meeting during which the faculty member's contract renewal application will be reviewed. With at least five (5) days notice: circulate complete contract renewal packages to each member of the AAU RTP committee.
by September 19th:	The AAU RTP committee has met and completed its initial review of each contract renewal application. (Consider whether a candidate should be invited to attend an additional meeting to provide further clarification prior to a recommendation by the committee to the UCAPT.)
by October 3rd:	The AAU RTP committee has completed its final review of each contract renewal application.
by October 10th:	The applicant's documentation has been completed by the AAU Head and has been reviewed by the AAU RTP committee members for their feedback.
by October 20th:	The applicant's documentation has been delivered to the Dean for the addition of the Dean's comments.
by October 31st	All contract renewal applications have been delivered to the Chair of the UCAPT.

TIMELINE – TENURE/PERMANENCE

University Committee on Academic Promotion and Tenure (UCAPT)

AAU Head:

Please use the following as a general guide to meet the Senate Bylaw requirement that *the recommendations of the AAU RTP Committee concerning tenure, with all the necessary supporting documents as directed by the UCAPT, and the recommendations from the Dean shall be submitted to the Chair of UCAPT by December 15 by the AAU Head.* (Senate Bylaw 22.6.5)

You are welcome to conclude each process on earlier dates.

- by September 1st:** Meet with Academic Administrative Unit (AAU) Renewal, Tenure and Promotion (RTP) committee to select names of external reviewers from lists previously gathered from (i) the committee and (ii) each Tenure/Permanence candidate. At least one (1) name will be 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 is required.
- by September 15th:** Obtain agreement from external reviewers that they will serve as referees.
- by October 1st:** Documentation is completed for all performance reviews.
Circulate reference materials to all external reviewers for tenure/permanence applicants.
- by October 15th:** Meet with faculty members to discuss performance reviews.
- by November 17th:** With at least 48 hours notice: invite the tenure/permanence candidate to the upcoming AAU RTP committee meeting, indicate date, time, and location of the meeting during which the faculty member's tenure/permanence application will be reviewed.
With at least five (5) days' notice: circulate complete tenure/permanence packages to each member of the AAU RTP committee.
- by November 21st:** The AAU RTP committee has met and completed its initial review of each tenure/permanence application. (Consider whether a candidate should be invited to attend an additional meeting to provide further clarification prior to a recommendation by the committee to the UCAPT.)
- by November 28th:** The AAU RTP committee has completed its final review of each tenure/permanence application.
- by December 1st:** The applicant's documentation has been completed by the AAU Head and has been reviewed by the AAU RTP committee members for their feedback.
- by December 5th:** The applicant's documentation has been delivered to the Dean for the addition of the Dean's comments.
- by December 15th:** All tenure/permanence applications have been delivered to the Chair of the UCAPT.

TIMELINE - PROMOTION

University Committee on Academic Promotion and Tenure (UCAPT)

AAU Head:

Please use the following as a general guide to meet the Senate Bylaw requirement that *the recommendations of the AAU RTP Committee for promotions, with all the necessary documents as directed by the UCAPT, and the recommendations from the Dean shall be submitted to the Chair of the UCAPT by January 31. (Senate Bylaw 22.6.5)*

You are welcome to conclude each process on earlier dates.

- by October 1st:** Documentation is completed for all performance reviews.
- Meet with Academic Administrative Unit (AAU) Renewal, Tenure and Promotion (RTP) committee to select names of external reviewers from lists previously gathered from (i) the committee and (ii) each Tenure/Permanence candidate. At least one (1) name will be 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 is required.
- by October 15th:** Meet with faculty members to discuss performance reviews.
- Obtain agreement from external reviewers that they will serve as referees.
- by November 1st:** Circulate reference materials to all external reviewers for Promotion to Professor applicants.
- by December 20th:** With at least 48 hours notice: invite the promotion candidate to the upcoming AAU RTP committee meeting, indicate date, time, and location of the meeting during which the faculty member's promotion application will be reviewed.
- With at least four 4 days notice: circulate complete promotion packages to each member of the AAU RTP committee.
- by January 7th:** The AAU RTP committee has met and completed its initial review of each promotion application. (Consider whether a candidate should be invited to attend an additional meeting to provide further clarification prior to a recommendation by the committee to the UCAPT.)
- by January 14th:** The AAU RTP committee has completed its final review of each promotion application.
- by January 17th:** The applicant's documentation has been completed by the AAU Head and has been reviewed by the AAU RTP committee members for their feedback.
- by January 21st:** The applicant's documentation has been delivered to the Dean for the addition of the Dean's comments.
- by January 31st:** All promotion applications have been delivered to the Chair of the UCAPT.

If Hired July 1, 2021

New Bylaw	
Assistant	Professor
	2021/22
	2022/23
	2023/24
6 Years	2024/25 1st UCAPT Review [Fall 2024]
until	2025/26 Possible 2nd UCAPT Review [F2025]
tenure	2026/27 Fall 2026 Tenure Considered
	2027/28 July 2027 Tenure Effective


 AAU RTP committee recommends length of reappointment at 1st Review. (1 or 2 years)

If Hired July 1, 2020

New Bylaw	
Assistant	Professor
	2020/21
	2021/22
	2022/23
6 Years	2023/24 1st UCAPT Review [Fall 2023]
until	2024/25 Possible 2nd UCAPT Review [F2024]
tenure	2025/26 Fall 2025 Tenure Considered
	2026/27 July 2026 Tenure Effective


 AAU RTP committee recommends length of reappointment at 1st Review. (1 or 2 years)

If Hired July 1, 2019

New Bylaw	
Assistant	Professor
	2019/20
	2020/21
	2021/22
6 Years	2022/23 1st UCAPT Review [Fall 2022]
until	2023/24 Possible 2nd UCAPT Review [F2023]
tenure	2024/25 Fall 2024 Tenure Considered
	2025/26 July 2025 Tenure Effective


 AAU RTP committee recommends length of reappointment at 1st Review. (1 or 2 years)

If Hired July 1, 2018

New Bylaw	
Assistant	Professor
	2018/19
	2019/20
	2020/21
6 Years	2021/22 1st UCAPT Review [Fall 2021]
until	2022/23 Possible 2nd UCAPT Review [F2022]
tenure	2023/24 Fall 2023 Tenure Considered
	2024/25 July 2024 Tenure Effective


 AAU RTP committee recommends length of reappointment at 1st Review. (1 or 2 years)

If Hired July 1, 2017

New Bylaw		
Assistant	Professor	
	2017/18	
	2018/19	
	2019/20	
6 Years	2020/21	1st UCAPT Review [Fall 2020]
until	2021/22	Possible 2nd UCAPT Review [F2021]
tenure	2022/23	Fall 2022 Tenure Considered
	2023/24	July 2023 Tenure Effective


 AAU RTP committee recommends length of reappointment at 1st Review. (1 or 2 years)

If Hired July 1, 2016

New Bylaw		
Assistant	Professor	
	2016/17	
	2017/18	
	2018/19	
6 Years	2019/20	1st UCAPT Review [Fall 2019]
until	2020/21	Possible 2nd UCAPT Review [F2020]
tenure	2021/22	Fall 2021 Tenure Considered
	2022/23	July 2022 Tenure Effective


 AAU RTP committee recommends length of reappointment at 1st Review. (1 or 2 years)

If Hired July 1, 2015

New Bylaw		
Assistant	Professor	
	2015/16	
	2016/17	
	2017/18	
6 Years	2018/19	1st UCAPT Review [Fall 2018]
until	2019/20	Possible 2nd UCAPT Review [F2019]
tenure	2020/2021	Fall 2020 Tenure Considered
	2021/2022	July 2021 Tenure Effective


 AAU RTP committee recommends length of reappointment at 1st Review. (1 or 2 years)
Excerpt from New Bylaw 22, Item 5.1:

The AAU Head shall initiate all proceedings of the AAU RTP Committee by presenting a recommendation for renewal, promotion and/or tenure, the Performance Review(s) of the faculty member, and any response(s) of the faculty member to the Review(s). Untenured faculty members shall be considered for renewal by the AAU RTP Committee **after the third full year** of their probationary period. When the review is positive, the AAU RTP Committee shall recommend continuation of the probationary appointment.

UCAPT Application Instructions

UCAPT relies on the following documentation for complete and accurate information on candidates and their applications.

Completed UCAPT documentation which must contain:

- 1) completed cover sheet (see pages 17-24)
- 2) completed UCAPT Rating and Evaluation Form (see pages 25-29)
- 3) candidate's printed electronic c.v.
- 4) completed UCAPT Record of Student Course Ratings Tables
 - Only SET Tables for those hired July 1, 2005, and later (see pages 8, 9, 10, 11 and 12)
(Refer to RTP/RPP Guides, pages 8-9 – Assessment of Teaching for details)
 - SOST Tables for those hired prior to Fall 2004 (see pages 13 and 14)
- 5) performance reviews from all years and any and all responses provided by the candidate
- 6) three reference letters for tenure/permanence and for promotion to the rank of professor considerations, at least
 - 1 from the candidate's suggested list
 - 1 from the AAU RTP committee's suggested list
 - ___ and 1 referee selected from either list.

and, where provided:

- 7) the optional Candidate Self-Assessment Statement (see pages 30-32)
- 8) the optional teaching dossier form and appendices, according to the instruction guide (see pages 33-36)
- 9) the AAU RTP Criteria.

Cover Sheets

Please provide the appropriate cover sheet in the colour indicated:

Contract Renewal	Yellow
Tenure & Promotion to Associate Professor	Orange
Permanence & Promotion to AAS II or III	Orange (please do not use dark fluorescent)
Promotion to AAS II or III (without permanence)	Blue (please do not use dark fluorescent)
Promotion (Associate Professor and Professor)	Green (please do not use dark fluorescent)
Promotion to AAS IV	Green (please do not use dark fluorescent)
Sessional Lecturer (Promotion to II or III)	Green (please do not use dark fluorescent)

Rating and Evaluation Form

The candidate's name and Program/AAU name should appear at the top left corner of each page.

The Rating and Evaluation Form is to be completed by the AAU Head, on the advice of, and with the assistance of, the AAU RTP Committee, prior to submitting it to the Dean of a departmentalized faculty for the Dean's contributions. The Dean forwards the completed UCAPT documentation to the Office of the Provost.

Evaluation of Teaching Ability and Performance

The "Evaluation of Teaching Ability and Performance" section of the Rating and Evaluation Form must reflect departmental expectations. **The assignment of scores must be consistent with stated sources for the evaluation. Include SOST and SET course evaluations/reports for candidates for ALL years since appointment.**

The sections entitled "List the RTP Committee's principal sources and bases of information for the evaluation below" and "AAU Head's Evaluation" are to be completed by the AAU Head with reference to Senate Bylaws 22 and 23. For example for sources: personal observation, videos, AAU or other seminars, student evaluations, alumni surveys, clinical/field reports, and for information: teaching dossier, number and average size of courses evaluated, the number of different courses taught, the levels of instruction provided, the period of time in years covered by this evaluation, and a summary of the professor's teaching evaluation scores in relation to a profile of comparable evaluations from the Program. If the Optional UCAPT

Teaching Dossier is provided, please refer to relevant contents specifically. **Also, see Article 5:08 (c)(i)-(xviii) of the Collective Agreement.**

From Senate Bylaw 23.3.1 in all cases: The AAU Head's **overall** evaluation of the candidate must include a detailed assessment of the candidate's commitment to and ability in teaching. 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

Teaching Scores

Insert consecutive pages as necessary using the format indicated on pages 8 to 14.

Provide one UCAPT Student Evaluation of Teaching (SET) report **for each academic year** since September 1, 2005, or since the candidate's date of appointment if (s)he was appointed after July 1, 2005, along with SET Tables 1, 2 and 3 for the academic year being reviewed for this application. Tables 1 and 2 are provided to the AAU from Information Technology Services (ITS). **Table 3 is produced by the AAU Head.**

Provide SOST scores for **ALL** years that are serving as credit towards this recommendation (from appointment date up to and including August 31, 2005).

Calculations required for Teaching SOST scores Tables:

Calculating a **Course Mean**:

Compute the average of the SOST scores for the candidate for each course, for each semester.

Calculating a **Weighted Mean**:

The basic idea is that, if there are some scores (say, 5 of them) based on different sized samples, e.g.,

<u>Score:</u>	3.6	3.8	3.7	4.6	4.9
<u>Sample Size:</u> (# of student responses)	20.	12.	2.	3.	9.

Please compute the weighted mean as for the example above:

$$\frac{3.6(20) + 3.8(12) + 3.7(2) + 4.6(3) + 4.9(9)}{20 + 12 + 2 + 3 + 9} = 3.98$$

(Please be advised that the SET UCAPT report may change in the future, but for now the report will continue to look like these pages (8-12))

STUDENT EVALUATION OF TEACHING (SET)

Note: Provide one sheet for each year commencing 2004/2005

Academic Year: 201__/201__

Name:

AAU:

STUDENT EVALUATION OF TEACHING ABILITY AND PERFORMANCE

The students evaluated the candidate's teaching as follows:

Using numeral symbols: (7) Outstanding (6) Very Good (5) Good (4) Adequate
(3) Poor (2) Very Poor (1) Extremely Poor N/A (Not Applicable)

	SET Results
(a) Course Outlines	_____
(b) Organization of class	_____
(c) Preparation for classes	_____
(d) Clarity of communication	_____
(e) Ability to stimulate students' interest	_____
(f) Responsiveness to students' questions and suggestions	_____
(g) Quality of evaluation procedures	_____
(h) Quality of instructional materials	_____
(i) Competency in course subject matter	_____
(j) Appropriateness of material presented (volume and level)	_____
(k) Availability to students	_____
(l) Availability and effectiveness as student counsellor	_____
(m) Performance in elementary courses (100 and 200 level courses)	_____
(n) Performance in senior and graduate courses (300 level and higher)	_____
(o) Performance in Supervision of Graduate and Senior (Thesis) Undergraduate students	_____

~~~~~

the candidate's effectiveness in promoting students' academic pursuits  
and stimulating interest in continued study of the discipline

---

| Level of Student Enthusiasm for taking this course at time of registration | Students Enrolled | Percent Responded | Number of Responses | Low (%) | Medium (%) | High (%) |
|----------------------------------------------------------------------------|-------------------|-------------------|---------------------|---------|------------|----------|
| Semester and Course #:                                                     |                   |                   |                     |         |            |          |

| Level of Student Enthusiasm for the course at the conclusion of the course | Students Enrolled | Percent Responded | Student Responses | Low (%) | Medium (%) | High (%) |
|----------------------------------------------------------------------------|-------------------|-------------------|-------------------|---------|------------|----------|
| Semester and Course #:                                                     |                   |                   |                   |         |            |          |

| After taking the Course, would students recommend the course to other students? | Students Enrolled | Percent Responded | Student Responses | Yes (%) | No (%) |
|---------------------------------------------------------------------------------|-------------------|-------------------|-------------------|---------|--------|
| Semester and Course #:                                                          |                   |                   |                   |         |        |

- (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

Name:

AAU:

**Record of Student Evaluations of Teaching (SET)**  
**-- prepared by ITS**

File Name: SETresults.doc

For the Period Fall 2004 forward

**TABLE 1a – (A1-A12) Instructor Feedback**

- a) The candidate's weighted average on all "instructor" evaluations between Fall 20\_\_ and Winter 20\_\_ is \_\_\_\_\_.
- b) TABLE 1a  
Weighted average scores of faculty members from highest to lowest score, by semester for the entire period that the candidate has taught on campus as a probationary tenure/permanence track and tenured/permanence faculty member. **The candidate's score is identified in bold and underlined.**

**Fall Semester 20\_\_ to \_\_\_\_\_ Semester 20\_\_ .**

| Faculty Member                                                              | F'04 (sample)       | F'04 | W'05 | F'05 | W'06 | F'06 | W'07 | F'07 | W'08 | F'08 | W'09 |
|-----------------------------------------------------------------------------|---------------------|------|------|------|------|------|------|------|------|------|------|
| 1                                                                           | 6.1                 |      |      |      |      |      |      |      |      |      |      |
| 2                                                                           | 5.88                |      |      |      |      |      |      |      |      |      |      |
| 3                                                                           | 5.81                |      |      |      |      |      |      |      |      |      |      |
| 4                                                                           | 4.67                |      |      |      |      |      |      |      |      |      |      |
| 5                                                                           | <b><u>4.58</u></b>  |      |      |      |      |      |      |      |      |      |      |
| 6                                                                           | 4.57                |      |      |      |      |      |      |      |      |      |      |
| 7                                                                           | 3.33                |      |      |      |      |      |      |      |      |      |      |
| 8                                                                           | 3.11                |      |      |      |      |      |      |      |      |      |      |
| 9                                                                           | 2.95                |      |      |      |      |      |      |      |      |      |      |
| 10                                                                          | 2.93                |      |      |      |      |      |      |      |      |      |      |
| etc.                                                                        |                     |      |      |      |      |      |      |      |      |      |      |
| Candidate's Ranking                                                         | <i>i.e.</i><br>5/10 |      |      |      |      |      |      |      |      |      |      |
| AAU Average:                                                                |                     |      |      |      |      |      |      |      |      |      |      |
| Individual's average for 3 <sup>rd</sup> year & higher courses (m)          |                     |      |      |      |      |      |      |      |      |      |      |
| Individual's average for 1 <sup>st</sup> & 2 <sup>nd</sup> year courses (n) |                     |      |      |      |      |      |      |      |      |      |      |

Name:  
AAU:

**Record of Student Evaluations of Teaching (SET)**  
-- prepared by ITS

File Name: SETresults.doc

For the Period Fall 2004 forward

**TABLE 1b – (B1-B12) Course Feedback**

- c) The candidate's weighted average on all "course" evaluations between Fall 20\_\_ and Winter 20\_\_ is \_\_\_\_\_.
- d) TABLE 1b  
Weighted average scores of faculty members from highest to lowest score, by semester for the entire period that the candidate has taught on campus as a probationary tenure/permanence track and tenured/permanence faculty member. **The candidate's score is identified in bold and underlined.**

Fall Semester 20\_\_ to \_\_ Semester 20\_\_ .

| Faculty Member                                                              | F'04 (sample)      | F'04 | W'05 | F'05 | W'06 | F'06 | W'07 | F'07 | W'08 | F'08 | W'09 |
|-----------------------------------------------------------------------------|--------------------|------|------|------|------|------|------|------|------|------|------|
| 1                                                                           | 6.1                |      |      |      |      |      |      |      |      |      |      |
| 2                                                                           | 5.88               |      |      |      |      |      |      |      |      |      |      |
| 3                                                                           | 5.81               |      |      |      |      |      |      |      |      |      |      |
| 4                                                                           | 4.67               |      |      |      |      |      |      |      |      |      |      |
| 5                                                                           | <b><u>4.58</u></b> |      |      |      |      |      |      |      |      |      |      |
| 6                                                                           | 4.57               |      |      |      |      |      |      |      |      |      |      |
| 7                                                                           | 3.33               |      |      |      |      |      |      |      |      |      |      |
| 8                                                                           | 3.11               |      |      |      |      |      |      |      |      |      |      |
| 9                                                                           | 2.95               |      |      |      |      |      |      |      |      |      |      |
| 10                                                                          | 2.93               |      |      |      |      |      |      |      |      |      |      |
| etc.                                                                        |                    |      |      |      |      |      |      |      |      |      |      |
| Candidate's Ranking                                                         | i.e. 5/10          |      |      |      |      |      |      |      |      |      |      |
| AAU Average:                                                                |                    |      |      |      |      |      |      |      |      |      |      |
| Individual's average for 3 <sup>rd</sup> year & higher courses (m)          |                    |      |      |      |      |      |      |      |      |      |      |
| Individual's average for 1 <sup>st</sup> & 2 <sup>nd</sup> year courses (n) |                    |      |      |      |      |      |      |      |      |      |      |

Name:

AAU:

**TABLE 2 -- prepared by ITS**

For the Period Fall 2004 forward

**Department Heads to Asterisk (\*) new courses taught.**

| Semester and Year | Course Number and Section | Number Enrolled | Number of Responses | Percent Responded | Instructor Feedback (A1-A12) Average | Instructor Weighted Average per Semester | Course Feedback (B1-B12) Average | Course Weighted Average per Semester |
|-------------------|---------------------------|-----------------|---------------------|-------------------|--------------------------------------|------------------------------------------|----------------------------------|--------------------------------------|
|                   |                           |                 |                     |                   |                                      |                                          |                                  |                                      |
|                   |                           |                 |                     |                   |                                      |                                          |                                  |                                      |
|                   |                           |                 |                     |                   |                                      |                                          |                                  |                                      |
|                   |                           |                 |                     |                   |                                      |                                          |                                  |                                      |

New Page:

Name:

AAU:

**TABLE 3 -- prepared by Department Head**

For the Period Fall 2004 forward

Identification of NEW course preparations (course not previously taught by the candidate):

|                                                  |  |  |  |  |  |  |
|--------------------------------------------------|--|--|--|--|--|--|
| Semester and Year:                               |  |  |  |  |  |  |
| Total number of courses taught in semester:      |  |  |  |  |  |  |
| Number of new/different courses taught/prepared: |  |  |  |  |  |  |

For previously taught courses:

Have course contents and/or methodology changed from year to year? **(Please Expand)**

Name:

AAU:

Record of Student Course Ratings – **SOST scores data**

**All Tables Prepared by Department Head**

a) The candidate's weighted mean on all course evaluations between Fall \_\_\_\_ up to the end of Summer 2004 is \_\_\_\_.

b) TABLE 1

The weighted mean scores of faculty members from highest to lowest score, by semester; candidate's score is circled:

**\*Add/Change Semesters and numbers** (for Faculty) [columns and rows] as appropriate.

**\*Asterisk new courses taught.**

Fall Semester 19\_\_ to \_\_\_\_ Semester 20\_\_ .

Table 1

| Faculty Member      | F'95 (sample)    | F'95 | W'96 | F'96 | W'97 | F'97 | W'98 | F'98 | W'99 | F'00 | W'00 |
|---------------------|------------------|------|------|------|------|------|------|------|------|------|------|
| 1                   | 4.10             |      |      |      |      |      |      |      |      |      |      |
| 2                   | 3.88             |      |      |      |      |      |      |      |      |      |      |
| 3                   | 3.81             |      |      |      |      |      |      |      |      |      |      |
| 4                   | 3.67             |      |      |      |      |      |      |      |      |      |      |
| 5                   | <b>3.58</b>      |      |      |      |      |      |      |      |      |      |      |
| 6                   | 3.57             |      |      |      |      |      |      |      |      |      |      |
| 7                   | 3.33             |      |      |      |      |      |      |      |      |      |      |
| 8                   | 3.11             |      |      |      |      |      |      |      |      |      |      |
| 9                   | 2.95             |      |      |      |      |      |      |      |      |      |      |
| 10                  | 2.93             |      |      |      |      |      |      |      |      |      |      |
| <i>etc.</i>         |                  |      |      |      |      |      |      |      |      |      |      |
| Candidate's Ranking | <i>i.e.</i> 5/10 |      |      |      |      |      |      |      |      |      |      |

TABLE 2

a) Other results from student ratings of teaching:

| Faculty Member       |  | F'95 | W'96 | F'96 | W'97 | F'97 | W'98 | F'98 | W'99 | F'00 | W'00 |
|----------------------|--|------|------|------|------|------|------|------|------|------|------|
| Candidate            |  |      |      |      |      |      |      |      |      |      |      |
| Departmental Average |  |      |      |      |      |      |      |      |      |      |      |

Department average for period 199\_\_ to 2004 is:

Candidate's average for same period:

Candidate's average for period in 3<sup>rd</sup> and 4<sup>th</sup> year courses:

Name:

AAU:

TABLE 3

Please add columns/rows and record information for all classes, and for each semester.

| Semester | Course Number and Section | # of Responses | # Enrolled | Course Mean | Average Mean | Weighted Mean |
|----------|---------------------------|----------------|------------|-------------|--------------|---------------|
|          |                           |                |            |             |              |               |
|          |                           |                |            |             |              |               |
|          |                           |                |            |             |              |               |
|          |                           |                |            |             |              |               |

TABLE 4

Identification of NEW course preparations:

Please add columns/rows and record information for all classes, and for each semester.

|                                                        |  |  |  |  |  |  |  |  |
|--------------------------------------------------------|--|--|--|--|--|--|--|--|
| Semester and Year:                                     |  |  |  |  |  |  |  |  |
| Number of new/<br>different courses<br>taught/prepared |  |  |  |  |  |  |  |  |

For previously taught courses:

Have course contents and/or methodology changed from year to year? (Please expand)

TABLE 5

Please add columns/rows and record information for all classes, and for each semester.

| Semester:                                                          | Fall 199X |  | Winter 200Y |  | Summer 200Y |  | Fall 200Y |  |
|--------------------------------------------------------------------|-----------|--|-------------|--|-------------|--|-----------|--|
| Course:                                                            |           |  |             |  |             |  |           |  |
| ITEMS ON INSTRUCTOR                                                |           |  |             |  |             |  |           |  |
| 1. Overall, the instruction on the course was very effective       |           |  |             |  |             |  |           |  |
| 2. Overall, this was a worthwhile course                           |           |  |             |  |             |  |           |  |
| 3. The course has definitely increased my knowledge and competence |           |  |             |  |             |  |           |  |

### **Evaluation of Research and Scholarly Activity**

The Evaluation of Research and Scholarly Activity portion of the UCAPT Rating and Evaluation Form is to be completed by the AAU Head, on the advice of, and with the assistance of, the AAU RTP Committee. ***(Please note that for AAS members these pages would only apply if the AAS member has research, scholarly and/or creative activity in their job description -- If there is none of the above, then the evaluation should indicate N/A)***

Note that form items (a)-(g) on page 3 of the UCAPT Rating and Evaluation Form apply generally; (h)-(j) are not required for all candidates.

Committee evaluation of research or creative activity must reflect departmental expectations (e.g., **The assignment of ratings of performance on the UCAPT Rating and Evaluation must be consistent with departmental criteria for the discipline**).

Under "The Committee's principal sources and bases of information for the above evaluations" include, for example, reviews of books, referees' opinions of scholarly work, and assessment by the Committee of the candidate's work.

The AAU Head will provide the candidate's overall evaluation of Research and Scholarly Activity from information supplied by the candidate on her/his completed electronic c.v. using the following categories. (Copies of reviews should be attached whenever available).

#### **Information to Provide:**

- a) Name(s) of all co-authors;
- b) Title of article;
- c) Name of journal;
- d) Volume number of journal;
- e) Date of publication;
- f) Page numbers.

#### **Terminology for Publications (on electronic c.v. form):**

- a) In Progress: → Research or creative activity currently being undertaken.
- b) Completed: → Research or creative activity substantially completed but not yet submitted for publication/assessment.
- c) Submitted: → Research or creative activity in the hands of the publisher/ assessor, but not yet approved for publication/performance.  
**\*indicate date (month and year) submitted**
- d) In Press: → Research or creative activity approved for publication/exhibition.  
**\*attach letter of acceptance**
- e) Published → In print (electronically or hard copy) **\*indicate date (month and year)**

⇒ For all works **In press** (or **accepted**), evidence to this effect in the form of proof of acceptance for publication **is to be appended**.

⇒ **Research Currently In Progress:**  
Active research underway and grants applied for which have not yet been accepted.

⇒ **Other Research Related Activities:**  
Sample activities: membership on executive of regional or national association; addresses, seminars, workshops, etc. for a general non-professional audience. Please specify dates and all other relevant information.

⇒ In the sections of the c.v. "Articles and/or papers presented" or items reported under "Other Research Presentations" or under "Others", "**Papers Delivered**" are limited strictly to professional settings.

⇒ **Creative Activity:**  
This section should be completed **ONLY** by those candidates whose disciplines recognize artistic performance,

exhibitions, musical compositions, or other creative works as the equivalent of scholarly activity and research.

**Contributions to the University and to the Academic Profession in Areas Exclusive of Teaching and Research**

This section of the Rating and Evaluation Form is to be completed by the AAU Head, on the advice of, and with the assistance of, the AAU Committee.

Committee evaluation of contributions must reflect departmental expectations (**e.g., the assignment of ratings of performance on the UCAPT Rating and Evaluation form must be consistent with departmental criteria for the discipline**) and should be based upon a review of the items listed on the electronic c.v. under “Service Activity” and “Outside Activities”.

**AAU RTP Committee Evaluations**

The AAU Head should consult the RTP Committee on drafts of the sections written on behalf of the Committee prior to submitting the Rating and Evaluation Form to the Dean of a departmentalized faculty and to the UCAPT.

# 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 use 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:

- Check List:**
- ☐ 1) yellow cover sheet
  - ☐ 2) Rating and Evaluation Form
  - ☐ 3) candidate's printed electronic c.v.
  - ☐ 4) UCAPT Record of Student Course Ratings Tables
  - ☐ 5) all performance reviews and responses
  - ☐ 6) optional Candidate Self-Assessment Statement
  - ☐ 7) optional teaching dossier
  - ☐ 8) AAU RTP Criteria

### 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 (date/month/year)</u> | <u>Yes</u> | <u>No</u> | <u>Abstention</u> | <u>Non-Voting</u> | <u>Absent</u> |
|-------------------------------|------------|-----------|-------------------|-------------------|---------------|
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |

**Current AAU Vote:**                      Yes: 0                      No: 0                      Abstention: 0                      Non-Voting 0                      Absent: 0

Date: \_\_\_\_\_ EE/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ AAU Head Signature: \_\_\_\_\_

~ ~ ~ ~ ~

**To be completed by the Office of the Provost and Vice-President, Academic Only:**

1st Appointment Date: \_\_\_\_\_  
 Rank Hired at: \_\_\_\_\_ Present Rank: \_\_\_\_\_  
 Date Previously Promoted: \_\_\_\_\_  
 Normal Tenure/Permanence Consideration Date: Fall \_\_\_\_\_  
 Minimum Tenure/Permanence Consideration Date: Fall \_\_\_\_\_

**Form: UCAPT - Renewal - Fall 2021**

# UNIVERSITY OF WINDSOR

## RECOMMENDATION TO UCAPT BY AAU COMMITTEE

### AAS 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:

**Check List:**

- ☐ 1) yellow cover sheet
- ☐ 2) Rating and Evaluation Form
- ☐ 3) candidate's printed electronic *c.v.*
- ☐ 4) UCAPT Record of Student Course Ratings Tables
- ☐ 5) all performance reviews and responses
- ☐ 6) optional Candidate Self-Assessment Statement
- ☐ 7) optional teaching dossier
- ☐ 8) AAU RTP Criteria

### RECOMMENDATION

**To be completed by AAU Head:**

NAME: \_\_\_\_\_ Faculty: ... \_\_\_\_\_

AAU/DEPT/SCHOOL: ... \_\_\_\_\_

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

**CONTRACT: 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> |
|------------------------------|------------|-----------|-------------------|-------------------|---------------|
| /.../0000                    | 0          | 0         |                   | 0                 | 0             |
| /.../0000                    | 0          | 0         |                   | 0                 | 0             |
| /.../0000                    | 0          | 0         |                   | 0                 | 0             |
| /.../0000                    | 0          | 0         |                   | 0                 | 0             |

**Current AAU Vote:**      Yes: 0      No: 0      Abstention: 0      Non-Voting 0      Absent: 0

Date: \_\_\_\_\_ EA/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ AAU Head Signature: \_\_\_\_\_

~~~~~

To be completed by the Office of the Provost and Vice-President, Academic Only:

1st Appointment Date: _____

Rank Hired at: _____ Present Rank: _____

Date Previously Promoted: _____

Normal Tenure/Permanence Consideration Date: Fall _____

Minimum Tenure/Permanence Consideration Date: Fall _____

Form: UCAPT – AAS Renewal - Fall 2021

UNIVERSITY OF WINDSOR

RECOMMENDATION TO UCAPT BY AAU RTP COMMITTEE

Tenure and Promotion to Associate Professor

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 use 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:

**Check List:**

- ☐ 1) orange cover sheet
- ☐ 2) Rating and Evaluation Form
- ☐ 3) candidate's printed electronic c.v.
- ☐ 4) UCAPT Record of Student Course Ratings Tables
- ☐ 5) all performance reviews and responses
- ☐ 6) 3 reference letters for tenure
- ☐ 7) optional Candidate Self-Assessment Statement
- ☐ 8) optional teaching dossier
- ☐ 9) AAU RTP Criteria

### RECOMMENDATION

**To be completed by AAU Head:**

NAME: \_\_\_\_\_

AAU/DEPT/SCHOOL: \_\_\_\_\_

Faculty: \_\_\_\_\_

The AAU Committee Recommends **RENEWAL OF CONTRACT WITH TENURE:**      **Yes**      ☐      **No**      ☐

**When an application for tenure prior to the end of the probation period is submitted and denied, the candidate will continue in their probationary appointment according to the normal timelines. If the tenure application, which the AAU RTP Committee is not recommending, coincides with the applicant's renewal year, are you recommending renewal?**      **Yes**      ☐      **No**      ☐

A successful tenure application will automatically result in promotion to Associate Professor, and only one application form is required.– Bylaw 22.4.6

**Previous AAU Votes on Renewal of Contract:**

| <u>Date (date/month/year)</u> | <u>Yes</u> | <u>No</u> | <u>Abstention</u> | <u>Non-Voting</u> | <u>Absent</u> |
|-------------------------------|------------|-----------|-------------------|-------------------|---------------|
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |
| /.../0000                     | 0          | 0         | 0                 | 0                 | 0             |

**Referees Provided are as follows:**

| <u>Name</u> | <u>Affiliation</u> | <u>Title</u> | <u>Choice: Committee's/Candidate's</u> |
|-------------|--------------------|--------------|----------------------------------------|
| 1)          |                    |              |                                        |
| 2)          |                    |              |                                        |
| 3)          |                    |              |                                        |
| 4)          |                    |              |                                        |

**Current AAU Vote:**      Yes: 0      No: 0      Abstention: 0      Non-Voting 0      Absent: 0

Date: \_\_\_\_\_ EE/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ AAU Head Signature: \_\_\_\_\_

~~~~~

To be completed by the Office of the Provost and Vice-President, Academic Only:

1st Appointment Date: _____

Rank Hired at: _____ Present Rank: _____

Date Previously Promoted: _____

Normal Tenure Consideration Date: Fall _____

Minimum Tenure Consideration Date: Fall _____

Form: UCAPT – Tenure – Fall 2021

UNIVERSITY OF WINDSOR

RECOMMENDATION TO UCAPT BY AAU COMMITTEE

AAS Permanence and Promotion to AAS II or III

PLEASE REFER TO: Senate Bylaws 20, 22, 23
and Collective Agreement Articles 5:31, 5.32, 12 & 13

~~~~~

#### AAU PTR 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 use 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:

#### Check List:

- ☐ 1) orange cover sheet
- ☐ 2) Rating and Evaluation Form
- ☐ 3) candidate's printed electronic c.v.
- ☐ 4) UCAPT Record of Student Course Ratings Tables
- ☐ 5) all performance reviews and responses
- ☐ 6) 3 reference letters for permanence
- ☐ 7) optional Candidate Self-Assessment Statement
- ☐ 8) optional teaching dossier
- ☐ 9) AAU PTR Criteria

### RECOMMENDATION

#### To be completed by AAU Head:

NAME: \_\_\_\_\_

AAU/DEPT/SCHOOL: \_\_\_\_\_

Faculty: \_\_\_\_\_

The AAU Committee Recommends **RENEWAL OF CONTRACT WITH PERMANENCE:**    **Yes** ☐                      **No** ☐

**When application for permanence prior to the end of the probationary period is not recommended, the candidate will continue in their probationary appointment according to the normal timelines. If this coincides with the applicant's renewal year, are you recommending renewal?:**                      **Yes** ☐                      **No** ☐

A successful permanence application will automatically result in promotion to AAS II or AAS III, and only one application form is required. (Bylaw 22.4.6)

#### Previous AAU Votes on Renewal of Contract:

| Date (date/month/year) | Yes | No | Abstention | Non-Voting | Absent |
|------------------------|-----|----|------------|------------|--------|
| /.../0000              | 0   | 0  | 0          | 0          | 0      |
| /.../0000              | 0   | 0  | 0          | 0          | 0      |
| /.../0000              | 0   | 0  | 0          | 0          | 0      |
| /.../0000              | 0   | 0  | 0          | 0          | 0      |

#### Referees Provided are as follows:

| Name | Affiliation | Title | Choice: Committee's/Candidate's |
|------|-------------|-------|---------------------------------|
| 1)   |             |       |                                 |
| 2)   |             |       |                                 |
| 3)   |             |       |                                 |
| 4)   |             |       |                                 |

**Current AAU Vote:**                      Yes: 0                      No: 0                      Abstention: 0                      Non-Voting 0                      Absent: 0

Date: \_\_\_\_\_ EE/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ AAU Head Signature: \_\_\_\_\_

~~~~~

To be completed by the Office of the Provost and Vice-President, Academic Only:

1st Appointment Date: _____

Rank Hired at: _____ Present Rank: _____

Date Previously Promoted: _____

Normal Permanence Consideration Date: Fall _____

Minimum Permanence Consideration Date: Fall _____

Form: UCAPT – AAS -- Permanence – Fall 2021

UNIVERSITY OF WINDSOR
RECOMMENDATION TO UCAPT BY AAU COMMITTEE
PROMOTION - Ancillary Academic Staff to Ancillary Academic Staff II or III
(use this form when promotion does not include permanence)

PLEASE REFER TO
 Senate Bylaws 20, 22, 23 and
 Collective Agreement Articles 5:31, 5.32, 12 & 13
 ~~~~~

**AAU PTR 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 use 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:

**Check List:**

- ☐ 1) blue cover sheet
- ☐ 2) Rating and Evaluation Form
- ☐ 3) candidate's printed electronic c.v.
- ☐ 4) UCAPT Record of Student Course Ratings Tables
- ☐ 5) all performance reviews and responses
- ☐ 6) optional Candidate Self-Assessment Statement
- ☐ 7) optional teaching dossier
- ☐ 8) AAU PTR Criteria

**RECOMMENDATION**

**To be completed by AAU Head:**

NAME: \_\_\_\_\_

AAU/DEPT/SCHOOL: ...

Faculty:...

The AAU Committee Recommends PROMOTION From AAS\_\_\_ to AAS II or III: Yes ☐ No ☐

**Current AAU Vote:** Yes: 0 No: 0 Abstention: 0 Non-Voting 0 Absent: 0

Date: \_\_\_\_\_

EE/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AAU Head Signature: \_\_\_\_\_

~~~~~

To be completed by the Office of the Provost and Vice-President, Academic Only:

1st Appointment Date: _____

Rank Hired at: _____

Present Rank: _____

Date Previously Promoted: _____

Normal Permanence Consideration Date: Fall _____

Date Permanence Received: _____

Form: UCAPT – Ancillary Academic Staff Promotion - AAS II or III – Fall 2021

UNIVERSITY OF WINDSOR

RECOMMENDATION TO UCAPT BY AAU RTP COMMITTEE

PROMOTION

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 use 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:

**Check List:**

- ☐ 1) green cover sheet
- ☐ 2) Rating and Evaluation Form
- ☐ 3) candidate's printed electronic c.v.
- ☐ 4) UCAPT Record of Student Course Ratings Tables
- ☐ 5) all performance reviews and responses
- ☐ 6) 3 reference letters for promotion to professor
- ☐ 7) optional Candidate Self-Assessment Statement
- ☐ 8) optional teaching dossier
- ☐ 9) AAU RTP Criteria

### RECOMMENDATION

**To be completed by AAU Head:**

NAME: \_\_\_\_\_

AAU/DEPT/SCHOOL: ...

Faculty:...

The AAU Committee Recommends **PROMOTION:**      Yes ☐      No ☐

**Referees Provided are as follows (to be completed for applications for promotion to Professor ONLY:**

| <u>Name</u> | <u>Affiliation</u> | <u>Title</u> | <u>Choice: Committee's/Candidate's</u> |
|-------------|--------------------|--------------|----------------------------------------|
| 1)          |                    |              |                                        |
| 2)          |                    |              |                                        |
| 3)          |                    |              |                                        |
| 4)          |                    |              |                                        |

**Current AAU Vote:**                      Yes: 0                      No: 0                      Abstention: 0                      Non-Voting 0                      Absent: 0

Date: \_\_\_\_\_ EE/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ AAU Head Signature: \_\_\_\_\_

~~~~~

To be completed by the Office of the Provost and Vice-President, Academic Only:

1st Appointment Date: _____

Rank Hired at: _____

Present Rank: _____

Date Previously Promoted: _____

Normal Tenure Consideration Date: Fall _____

Date Tenure Received: _____

UNIVERSITY OF WINDSOR

RECOMMENDATION TO UCAPT BY AAU COMMITTEE

PROMOTION – Ancillary Academic Staff III to Ancillary Academic Staff IV

PLEASE REFER TO
Senate Bylaws 20, 22, 23 and
Collective Agreement Articles 5:31, 5.32, 12 & 13
~~~~~

**AAU PTR 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 use 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:

**Check List:**

- ☐ 1) green cover sheet
- ☐ 2) Rating and Evaluation Form
- ☐ 3) candidate's printed electronic c.v.
- ☐ 4) UCAPT Record of Student Course Ratings Tables
- ☐ 5) all performance reviews and responses
- ☐ 6) 3 reference letters for promotion to AAS IV
- ☐ 7) optional Candidate Self-Assessment Statement
- ☐ 8) optional teaching dossier
- ☐ 9) AAU PTR Criteria

### RECOMMENDATION

**To be completed by AAU Head:**

NAME: \_\_\_\_\_

AAU/DEPT/SCHOOL: ...

Faculty:...

The AAU Committee Recommends **PROMOTION** From AAS III to AAS IV: Yes ☐ No ☐

**Referees Provided are as follows:**

| <u>Name</u> | <u>Affiliation</u> | <u>Title</u> | <u>Choice: Committee's/Candidate's</u> |
|-------------|--------------------|--------------|----------------------------------------|
| 1)          |                    |              |                                        |
| 2)          |                    |              |                                        |
| 3)          |                    |              |                                        |
| 4)          |                    |              |                                        |

**Current AAU Vote:** Yes: 0 No: 0 Abstention: 0 Non-Voting 0 Absent: 0

Date: \_\_\_\_\_ EE/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ AAU Head Signature: \_\_\_\_\_

~~~~~

To be completed by the Office of the Provost and Vice-President, Academic Only:

1st Appointment Date: _____

Rank Hired at: _____

Present Rank: _____

Date Previously Promoted: _____

Normal Permanence Consideration Date: Fall _____

Date Permanence Received: _____

Form: UCAPT – Promotion - AAS III to AAS IV – Fall 2021

UNIVERSITY OF WINDSOR

RECOMMENDATION TO UCAPT BY AAU RTP COMMITTEE

SESSIONAL LECTURER PROMOTION

PLEASE REFER TO
Senate Bylaws 20, 22, 23 and
Collective Agreement Articles 5:31, 5.32, 12 & 13
~~~~~

**AAU PTR 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:

**Check List:**

- ☐ 1) green cover sheet
- ☐ 2) Rating and Evaluation Form
- ☐ 3) candidate's printed electronic c.v.
- ☐ 4) UCAPT Record of Student Course Ratings Tables
- ☐ 5) all performance reviews and responses
- ☐ 6) optional Candidate Self-Assessment Statement
- ☐ 7) optional teaching dossier
- ☐ 8) AAU RTP Criteria

### RECOMMENDATION

**To be completed by AAU Head:**

NAME: \_\_\_\_\_

AAU/DEPT/SCHOOL: ...

Faculty:...

The AAU Committee Recommends **PROMOTION--Sessional Lecturer I to Sessional Lecturer II: Yes** ☐ **No** ☐

The AAU Committee Recommends **PROMOTION--Sessional Lecturer II to Sessional Lecturer III: Yes** ☐ **No** ☐

\*\*\*\*\*

**Current AAU Vote:** Yes: 0 No: 0 Abstention: 0 Non-Voting 0 Absent: 0

Date: \_\_\_\_\_ EE/PA Signature: \_\_\_\_\_

Date: \_\_\_\_\_ AAU Head Signature: \_\_\_\_\_

~~~~~

To be completed by the Office of the Provost and Vice-President, Academic Only:

1st Appointment Date: _____

Rank Hired at: _____

Present Rank: _____

Date Previously Promoted: _____

Normal Permanence Consideration Date: Fall _____

Date Permanence Received: _____

Form: UCAPT – Promotion – Sessional Lecturers – Fall 2021

Name:

AAU:

UNIVERSITY OF WINDSOR
UCAPT RATING AND EVALUATION FORM

I. EVALUATION OF TEACHING ABILITY AND PERFORMANCE

List the RTP Committee's principal sources and bases of information for the evaluation below:

[For example, for sources: personal observation, videos, AAU or other seminars, SET reports and other feedback, alumni surveys, clinical/field reports, and for information: teaching dossier, number and average size of courses evaluated, the number of different courses taught, the levels of instruction provided, the period of time in years covered by this evaluation, and a summary of the professor's teaching evaluation scores in relation to a profile of comparable evaluations from the Program. If the Optional UCAPT Teaching Dossier is provided, please refer to relevant contents specifically. Also, see Article 5:08 (c)(i)-(xiii) of the Collective Agreement.]

I. A) The RTP Committee evaluates the candidate's teaching as follows:

Use numeral symbols:	(7) Outstanding	(6) Very Good	(5) Good	(4) Adequate
	(3) Poor	(2) Very Poor	(1) Extremely Poor	N/A (Not Applicable)

Overall Assessment:

- | | |
|---|-------|
| (a) Course Outlines | _____ |
| (b) Organization of class | _____ |
| (c) Preparation for classes | _____ |
| (d) Clarity of communication | _____ |
| (e) Ability to stimulate students' interest | _____ |
| (f) Responsiveness to students' questions and suggestions | _____ |
| (g) Quality of evaluation procedures | _____ |
| (h) Quality of instructional materials | _____ |
| (i) Competency in course subject matter | _____ |
| (j) Appropriateness of material presented (volume and level) | _____ |
| (k) Availability to students | _____ |
| (l) Availability and effectiveness as student counsellor | _____ |
| (m) Performance in elementary courses (100 and 200 level courses) | _____ |
| (n) Performance in senior and graduate courses (300 level and higher) | _____ |
| (o) Performance in Supervision of Graduate and Senior (Thesis) Undergraduate students | _____ |

Overall Evaluation of Teaching Ability and Performance

(include a clear statement of how the applicant meets specific AAU RTP criteria)

(this space expands)

I. B) AAU Head's Evaluation:

From Senate Bylaw 23.3.1 in all cases: The AAU Head's **overall** evaluation of the candidate must include a detailed assessment of the candidate's commitment to and ability in teaching. 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

~~~~~

|                      |                 |               |                    |                      |
|----------------------|-----------------|---------------|--------------------|----------------------|
| Use numeral symbols: | (7) Outstanding | (6) Very Good | (5) Good           | (4) Adequate         |
|                      | (3) Poor        | (2) Very Poor | (1) Extremely Poor | N/A (Not Applicable) |

**AAU Head's  
Overall**

**Assessment**

- (i) the candidate's effectiveness in promoting students' academic pursuits and 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

\_\_\_\_\_  
  
  
  
  
\_\_\_\_\_

**AAU Head's Written Overall Teaching Evaluation (Comment explicitly on i-iv above):**  
**(this space expands)**

**List the AAU Head's principal sources and bases of information for the evaluation:**  
**(this space expands)**

[For example, for sources: personal observation, videos, AAU or other seminars, student evaluations, alumni surveys, clinical/field reports, and for information: teaching dossier, number and average size of courses evaluated, the number of different courses taught, the levels of instruction provided, the period of time in years covered by this evaluation, and a summary of the professor's teaching evaluation scores in relation to a profile of comparable evaluations from the Program. If the Optional UCAPT Teaching Dossier is provided, please refer to relevant contents specifically. Also, see Article 5:08 (c)(i)-(xiii) of the Collective Agreement.]

Page #3

Name:

AAU:

## **II. EVALUATION OF RESEARCH AND SCHOLARLY ACTIVITY**

***(Please note that for AAS members these pages would only apply if the AAS member has research, scholarly and/or creative activity in their job description -- If there is none of the above, then the evaluation should indicate N/A)***

The Committee evaluates the candidate's research, scholarly and/or creative activity as follows:

|                      |                 |               |                    |                      |
|----------------------|-----------------|---------------|--------------------|----------------------|
| Use numeral symbols: | (7) Outstanding | (6) Very Good | (5) Good           | (4) Adequate         |
|                      | (3) Poor        | (2) Very Poor | (1) Extremely Poor | N/A (Not applicable) |

- (a) Commitment to research and scholarly activity as evidenced by output \_\_\_\_\_
- (b) Record of research grants received \_\_\_\_\_
- (c) Record of research contracts received \_\_\_\_\_
- (d) Record of unfunded research activity \_\_\_\_\_
- (e) Quantity of published research \_\_\_\_\_
- (f) Quality of published research \_\_\_\_\_
- (g) Potential for continuing future research & publication  
(Comments:) \_\_\_\_\_
- .....
- (h) Commitment to creative output within the discipline \_\_\_\_\_
- (i) Quality of performances, exhibitions, creative dramatic  
efforts, etc., recognized throughout the discipline as  
equivalent to research and publication \_\_\_\_\_
- (j) Potential for continuing future output as in (i) \_\_\_\_\_
- Overall Evaluation of Research and Scholarly Activity** \_\_\_\_\_

The Committee's principal sources of the above evaluation were:

~~~~~

Research and Scholarly/Creative Evaluation by AAU Head (include a clear statement of how the applicant meets specific AAU RTP criteria):

(this space expands)

List the AAU Head's principal sources of the above evaluation:

(this space expands)

Page #4
Name:
AAU:

III. CONTRIBUTIONS TO THE UNIVERSITY AND TO THE ACADEMIC PROFESSION
IN AREAS EXCLUSIVE OF TEACHING AND RESEARCH

AAU RTP committee's assessment of the candidate's principal contributions to the 1) University and to the AAU; and 2) the academic profession, with references to information provided by the candidate. Contributions to the activities of learned and professional societies and other community services utilizing professional expertise will be taken into account.

~~~~~

For the candidate's principal contributions listed in the box above, the AAU Committee evaluates the candidate's contributions as follows:

|                      |                 |               |                    |                      |
|----------------------|-----------------|---------------|--------------------|----------------------|
| Use numeral symbols: | (7) Outstanding | (6) Very Good | (5) Good           | (4) Adequate         |
|                      | (3) Poor        | (2) Very Poor | (1) Extremely Poor | N/A (Not applicable) |

- |                                                                                                                                         |       |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------|
| (a) Contributions to the University                                                                                                     | _____ |
| (b) Contributions to the AAU                                                                                                            | _____ |
| (c) Willingness and availability for committee work                                                                                     | _____ |
| (d) General effectiveness in such work                                                                                                  | _____ |
| (e) Contributions to the Academic Profession                                                                                            | _____ |
| (f) Contributions to the activities of learned and professional societies and other community services utilizing professional expertise | _____ |

~~~~~

Assessment of candidate's contributions by AAU Head:

(this space expands)

List the AAU Head's principal sources and bases of information for the above evaluation:

(this space expands)

Page 5
Name:
AAU:

SUMMARY

Final overall assessment of the candidate by the AAU RTP Committee, as summarized by the AAU Head and **reviewed by the AAU RTP Committee:**

(this space expands)

~~~~~

Overall assessment by the AAU Head (**include a clear statement of how the applicant meets the AAU RTP criteria**):

***(this space expands)***

~~~~~

In departmentalized faculties, overall assessment by the Dean (**include a clear statement of how the applicant meets the AAU RTP criteria**):

(this space expands)

OPTIONAL UCAPT CANDIDATE SELF-ASSESSMENT STATEMENT

"How I know I meet the RTP Criteria for Contract Renewal/Tenure/Permanence/Promotion"

Please provide this statement to your AAU Head prior to your Performance Review.

Your Candidate Self-Assessment Statement of one (1) to three (3) pages maximum is intended to provide your AAU Head and RTP committee with insightful and valuable information that will assist them in evaluating your application.

In preparing this statement please consider referring to

- any items on your e-cv that you wish to emphasize or clarify
- your teaching SET and SOST ratings results
- comments you have received from your Dean, Head, peers, and students relating to your contributions

Listed below are the items on the UCAPT Rating and Evaluation form used by your AAU RTP committee to assess your teaching, research and scholarly activity and service performance. Please consider these items and Senate Bylaws 22 and 23 (Resource Manual pages 49-61) prior to developing your UCAPT Candidate Self-Assessment Statement.

The following are intended as guidelines only. You do not necessarily need to address each point.

Teaching Ability and Performance

- course outlines
- organization of classes
- preparation for classes
- clarity of communication
- ability to stimulate students' interest
- responsiveness to students' questions and suggestions
- quality of evaluation procedures
- quality of instructional materials
- competency in course subject matter
- appropriateness of material presented (volume and level)
- availability to students
- availability and effectiveness as a student counselor
- performance in elementary courses (100 and 200 level courses)
- performance in senior and graduate courses (300 level and higher)
- performance in supervision of graduate and senior (thesis) undergraduate students
- unusual patterns of withdrawal from the candidate's classes
- relevant issues as noted by the AAU Head

Research and Scholarly Activity

- ***clearly specify the role of any co-author(s) in joint publications and collaborations***
- commitment to research and scholarly activity as evidenced by output
- record of research grants and contracts received
- record of unfunded research activity
- quantity and quality of published research and potential for continuance

and/or

- commitment to creative output within the discipline
- quality of performances, exhibitions, creative dramatic efforts, *etc.* recognized throughout the discipline as equivalent to research and publications, and the potential for continuance of same

Contributions to the University and to the Academic Profession

Assess contributions to the University, the AAU and to the Profession (in areas exclusive of teaching and research)

Your self-assessment of performance should

- be 1 to 3 pages (maximum) in length
- be assembled in light of your Academic Administrative Unit (AAU) renewal, tenure/permanence, and promotion (RTP) criteria and Senate Bylaws 22 and 23 (pages 49-61)
- include a self-evaluation of (i) Teaching Ability and Performance; (ii) Research and Scholarly Activity; and (iii) Contributions to the University and to the Academic Profession

OPTIONAL UCAPT CANDIDATE SELF-ASSESSMENT STATEMENT

Name:

AAU:

Date:

Teaching Ability and Performance

Research and Scholarly Activity

Contributions to the University and to the Academic Profession

Contributions to the activities of learned and professional societies and other community services

Overall Self-Assessment Summary

UCAPT OPTIONAL TEACHING DOSSIER GUIDE

*****Note this guide is a suggested template only. It does not need to be followed directly.
Please refer to your AAU RTP criteria for further direction.***

“Education is a seamless web, and if we hope to have centres of excellence in research, we must have excellence in the classroom. It is the scholarship of teaching that keeps the flame of scholarship alive”. (Ernest Boyer, 1995)

This guide is intended to be as comprehensive as possible, to provide you with a wide range of options for documenting your teaching. You should not feel obliged to include in your documentation every item described in the guide. Furthermore, if a particular activity has not been listed but you think it is relevant to your teaching responsibilities, you should include it.

There is a common perception that teaching is not easily evaluated, whereas research achievements are fairly easy to assess. This guide is designed to counteract that perception by providing suggestions for faculty who wish to provide the University Committee on Academic Promotion and Tenure (UCAPT) with more substantial evidence of their teaching accomplishments than is conveyed by traditional means, such as SOST scores. Undoubtedly, documenting teaching requires significant effort and planning, and the inclusion of a teaching dossier in a UCAPT file is entirely voluntary. The act of not submitting a dossier will not be viewed negatively. On the other hand, if you do submit one, you may increase your chances that your teaching will get the credit it deserves.

The teaching dossier (or portfolio as it is called in the US and Australia) is a Canadian creation. It has its genesis in the 1985 CAUT publication “The CAUT Guide to the Teaching Dossier: Its Preparation and Use” written by Bruce Shore, Chris Knapper, and others. It is now widely used in Canada, the US, Australia, the UK, and several countries in Europe. At McGill University, for example, the teaching dossier is a mandatory component of a tenure/permanence and promotion application.

The most effective teaching dossiers are concise, focused and brief, a limit of 5 pages is recommended by UCAPT. Supporting documentation should be included in Appendices, with a summary provided at the end of the dossier, and individual items referenced within the dossier. Appendices are in addition to your 5-page limit and should be available to UCAPT and your AAU Renewal, Tenure and Promotion Committee. Please note that teaching criteria differ across AAUs, and that your dossier is intended to make a case that demonstrates that you have met the standards for your AAU with regard to RTP. Please feel free to contact the Centre for Teaching and Learning for assistance.

A. TEACHING APPROACH

1. Teaching Philosophy

Write a brief narrative describing your teaching philosophy and your learning goals for students. In formulating your statement, you might find it helpful to ask yourself the following questions: How do I think students learn in my subject area? What do I want students to know, to do, and to feel about my subject area? How do I go about facilitating this learning?

Examples of statements of learning objectives from specific course descriptions might be included as an appendix.

2. Teaching Practices

Outline your teaching approaches and the steps you have taken to evaluate your effectiveness. Include descriptions of any innovations you have introduced in the classroom, as they illustrate a scholarly approach to teaching.

The following questions may stimulate thought and help you to describe your teaching practices:

- How do I motivate students to learn? How do I help students achieve the learning goals? [examples might include lectures, small group discussions, group work, teamwork, problem solving, inquiry methods, critical thinking pedagogy, feminist pedagogy, project-based approaches, student presentations].
- How do I ensure clear communication in all contexts?
- What do I do to evaluate student learning?
- What materials, resources or technologies have I designed that best illustrate my approach?
- How do I promote diversity and inclusivity in (and beyond) the classroom? What arrangements have I made to

accommodate students' special needs? [Include a description of any provisions you may have made to improve the classroom climate, or your teaching methods, in order to ensure free and open participation and comfort for all your students regardless of gender, race, class, sexual orientation, or disability of any kind.]

- How do I promote students' academic pursuits and stimulate interest in continued study of the discipline?
- How often and under what circumstances am I available to my students?

3. Teaching Development

- The following questions may help you describe the steps you take to develop your teaching:
- How have I responded to unexpected circumstances (for example, conflict between students, racist, homophobic, or pejorative remarks, in a course?)
- How do I monitor and assess my teaching? [examples might include peer feedback, ongoing student feedback, videotaping a class, descriptions of changes resulting from feedback] How do I incorporate the feedback into my planning?
- What seminars, workshops and conferences on teaching and learning have I attended? How have they improved or informed my teaching?

B. SUMMARY OF TEACHING CONTRIBUTIONS

This section **supplements** the tables required for the UCAPT form by allowing you to detail the full range of your teaching contributions. It provides a context for assessing your contributions and should not duplicate information already provided in the UCAPT form.

1. Teaching Assignment

- How would I describe the organizational features of my teaching assignment to someone outside my AAU? Include for example: number of TAs, lab hours, training provided to assistants and/or sessional instructors *etc.*
- What courses have I developed or substantially revised?

2. Student Supervision

Supervision differs from classroom teaching in a number of respects, *e.g.* it is typically done on a one-to-one basis, there is no set curriculum, and it can be extremely time consuming. To allow for an assessment of the extent of your contribution in this area, you might wish to provide data describing the normal supervisory practices in your AAU.

Undergraduate Supervision

- Honours thesis supervision, indicate whether supervisor or committee member.
- Supervision of undergraduate independent study and/or directed readings.
- Supervision of a research practicum, athletic coaching, field placement supervision and coaching in the performing arts, *etc.*

Graduate Supervision

- Ph.D. thesis supervision, indicate whether supervisor or committee member.
- Masters thesis supervision, indicate whether supervisor or committee member.
- Supervision of graduate independent study or directed readings.

3. Teaching Awards or Nominations

Document all teaching awards you have received. Nominations for awards may also be included as they provide an indication of your reputation as a teacher. Where possible, provide information regarding the nature of the award (how many are given, the adjudication procedure, *etc.*).

4. Teaching-Related Activities

There are a variety of activities which do not take place in the classroom, but which do provide important support for teaching within an AAU. Include here activities, which may contribute to strengthening teaching, and have **not** been listed in other areas of your dossier or on your UCAPT form.

- Membership on Senate, AAU and other committees related to teaching and learning (*e.g.*, the President's Action Plan working groups).
- Provision of teaching development for teaching assistants and/or faculty members. List workshops, seminars or lectures

- on teaching and learning that you have presented.
- Provision of consultation and/or observing colleagues' teaching as part of formal or informal evaluation of teaching effectiveness.
- Development of teaching resources (include description, where relevant, of the use that has been made of your teaching materials by instructors in other AAU's or universities).
- Establishment, adjudication or administration of awards or honours for student achievement.
- Involvement in retreats, curriculum review and/or program reviews for your own AAU or for other teaching units.
- Development of widely used course evaluations or other assessment instruments.

5. Teaching-Related Publications and Other Professional Contributions

The following items document your achievements in developing the theory and practice of teaching.

- Curriculum Materials: List all published and unpublished curriculum materials, textbooks, workbooks, case studies, lab manuals and other classroom materials, which you have developed.
- Research and Professional Contributions: List books (including chapters in books, edited books, and special issues of journals); articles (indicate whether refereed, solicited, or non-refereed); papers in conference proceedings (indicate whether refereed or non-refereed); bibliographies; newsletters; unpublished conference papers, workshop presentations, and unpublished professional reports.
- Funding: List internal and external research grants and teaching development grants and/or fellowships received.

C. TEACHING FEEDBACK

Include evaluations of your teaching that have been conducted outside of SOST scores, for example:

- Unsolicited signed letters from students, TAs and/or colleagues
- Peer evaluations based on visits to the classroom
- Other appropriate material

D. APPENDICES

List all supporting documentation provided to your AAU Committee. This material is not included in your **5-page limit**.

E. REFERENCES

O'Neil, Carol and Wright, Alan (1992). *Recording Teaching Accomplishments: A Dalhousie Guide to the Teaching Dossier*. Dalhousie University Office of Instructional Development and Technology, Halifax.

Ross, Dorene et al (1995). *Guidelines for Portfolio Preparation: implications from an analysis of teaching portfolios at the University of Florida*. Innovative Higher Education 20 (1), 45-62.

Seldin, Peter and Associates (1993). *Successful Use of Teaching Portfolios*. Anker Publishing, Bolton, MA.

Shore, Bruce M., et al (revised 1986, reprinted 1991). *The CAUT Guide to The Teaching Dossier. Its Preparation and Use*. Canadian Association of University Teachers, Ottawa, Ontario.

Teaching Documentation Guide, (1993). Senate Committee on Teaching and Learning, York University, Toronto.

Teaching Dossier: A Guide, (1996). University Teaching Services, University of Alberta, Edmonton, Alberta.

Teaching Dossier Preparation: A Guide for Faculty Members at the University of British Columbia.
<http://www.cstudies.ubc.ca/facdev/services/dossier.html#supp>

Urbach, Floyd, (1992). *Developing a Teaching Portfolio*. College Teaching 40 (2), 71-74.

Weeks, Patricia (1998). *The Teaching Portfolio: a professional development tool*. International Journal of Academic Development, 3(1), 70-74.

NAME:

AAU:

UCAPT OPTIONAL TEACHING DOSSIER FORM

- Please complete sections in the recommended space, if possible.
- Use Arial font size 11
- Delete any sections that do not apply to your case
- MAXIMUM -- 5 pages in total

A. TEACHING APPROACH

1. **Teaching Philosophy** (Suggested length 1 pg)
[Insert typing here]
2. **Teaching Practices** (Suggested length 1 pg)
[Insert typing here]
3. **Teaching Development** (Suggested length 1 pg)
[Insert typing here]

B. SUMMARY OF TEACHING CONTRIBUTIONS

1. **Teaching Assignment**
[Insert typing here]
2. **Student Supervision**
[Insert typing here]
3. **Teaching Awards or Nominations**
[Insert typing here]
4. **Teaching-Related Activities**
[Insert typing here]
5. **Teaching-Related Publications and Other Professional Contributions**
[Insert typing here]

C. TEACHING FEEDBACK

[Insert typing here]

D. APPENDICES

List all supporting documentation provided to your AAU Committee. This material is not included in your **5-page limit**.
[Insert typing here]

USER MANUAL FOR UCAPT ELECTRONIC LETTER SUBMISSION SYSTEM

1 Introduction

This is a short guide intended for AAU staff who will be using the UCAPT letter submission system. This is a Web based system, located at <http://cleo.uwindsor.ca/ucapt>. Both AAU staff and reviewers can access the system at this address (although they will see different parts of the system when they log in).

2 Purposes of the system

- to guide referees in completing their letters, by providing a standardized, structured letter format;
- to simplify the process of sharing electronic materials with referees (such as CV's and publications);
- to give you access to the referee's letter as soon as it is completed, avoiding any delays due to physical mail;
- optionally, to track deliveries of physical materials that you've sent to referees;
- finally, to give you, as an AAU staff member, a "dashboard" overview of all of your pending and completed tenure and promotion applications.

3 Logging in

Visit the Web site <http://cleo.uwindsor.ca/ucapt> with your Web browser. University staff should use the "Uwin ID and password" link to log in. Reviewers should use the login form, providing their email address and their chosen password.

Logging in as an AAU staff member, you'll be brought to the "home page" for your AAU.

From here, you can do the initial setup for your AAU, and can manage the process of adding applicants and referees.

4 Initial AAU setup

Ideally, you should complete the initial setup before you add any applicants or referees.

4.1 Managing members of the AAU (Head and support staff)

On the AAU home page, you'll find a link labelled, "Manage members of the AAU staff." Clicking on this link, you'll find a list of current AAU members who have access to the UCAPT letter system. You can use the search box at the bottom of the page to add other people to the list.

You don't need to add everyone in the AAU here – only those people who should have access to the system.

You will need to add your AAU Head on this page. This is important, since all of the emails sent to the referees will be sent from the Head's email address. To add the Head:

1. In the search box at the bottom of the page, type in the Head's surname or given name (or UWin ID).
2. Select the Head's name from the list of search results, by clicking on her name. This will add her as a staff member.
3. Click on the "edit" link that appears beside her name in the list of AAU staff.
4. Check the box labelled "This person is the AAU head."
5. You may choose to check the box labelled "This person should receive email notifications" if your Head wants to receive notices from the UCAPT system. Otherwise, remove this checkbox.
6. Don't check the "List this person as a contact on the Help page" unless your Head wants to handle help requests personally!
7. Finally, click on the "Save changes" button.

If you have a change of Head in your AAU, simply add the new Head using the process above. The old Head will be reverted to a "regular" staff member; you can then use the "remove" link to remove their name from the UCAPT system, if appropriate.

4.2 Uploading RTP criteria

The second part of the initial setup is to upload a copy of the AAU's RTP criteria. This document will be made available to all referees, alongside the Senate bylaws, and any other documents you attach later when you add an applicant.

At this time, it's necessary to upload a single document which covers **both** your tenure **and** your promotion criteria. In the future, we may break this up, so you can upload separate documents for promotion criteria and tenure criteria.

1. On the AAU home page, click the "Upload RTP Criteria" link.
2. Using the "choose file" button, select the RTP Criteria file from your computer. We recommend that you put your criteria in PDF format, or Microsoft Word format, to make it easy for referees to open and read your criteria.
3. Click on the "Upload criteria" button.

The next time you click on "Upload RTP Criteria," you'll also find a link that lets you download the last version of the criteria that you uploaded.

5 Adding a promotion/tenure applicant

Now that you have done the initial setup, you can add applicants for tenure and promotion.

1. click on the "Add a new applicant" link.
2. Select the process (promotion or tenure), and then fill in the applicant's title ("Dr."), given name, and surname.
3. Optionally, there is a "creative works" clause that can be included in your invitation letter, if your applicant's academic record includes creative works (plays, exhibitions, etc.). If you wish to include the "creative works" clause, choose "yes" in the appropriate place. By default, this clause is not included.
4. Choose a review start date. See the "Review start dates" section, below.
5. Finally, click on the "Save changes" button. This will return you to your AAU home page, where you will see a table showing all of your applicants and their current status in the system.

6 Review start dates

When setting up an applicant, you'll be asked to provide a "review start date," which can initially be left blank.

The point of the review start date is that you can begin inviting people to be referees, right away, even though you have not yet pulled together all the materials you want to share with them. Referees will not be able to begin their letters, or access materials, until the review start date; but they can still accept (or decline) the offer to referee.

- If you're going to upload all of the materials (CV's, publications, etc.) **before** you invite the first referee, then you can set the Review Start Date to "today."
- If you want to send out your referee invitations today, but you don't have your materials ready yet, then **leave the start date blank**. Once you've added all the materials, then set the Review Start Date (to "today" or a later date).

If someone accepts an offer to referee, but the review hasn't started yet, they will receive a thank-you email, explaining that the review will begin soon. Later, when the review start date arrives, the referee will be notified by email, and they will have access to the materials and the letter-submission form.

7 The "dashboard"

Once you've added applicants, your AAU home page will display them in two tables (for promotion and tenure/permanence). The tables have the following columns:

1. Applicant Name. You can click on this link to visit the "applicant home page," to add referees, electronic materials, etc.
2. Referee Status. These are summary counts of your invited referees, and the current state of their submissions. There are five columns under Referee Status:

- a) Invitations pending. This is a count of invitations you've sent out, but which haven't been answered yet.
 - b) Invitations accepted and refused. Once a referee responds to your invitation, these columns will be updated automatically.
 - c) Letter started: how many referees have started typing their letters but haven't submitted them yet.
 - d) Submitted: how many referees have submitted their final letters.
3. Review Start Date. If you've set the review start date, it will appear here. If you have not, then 'TBD' will appear, and the cell will be highlighted with a background colour, to indicate that you still need to set a start date.
- For now, click on the "Applicant" name of the applicant you just added to the system.

8 The applicant "home page"

Each applicant has a "home page" which is used for managing all the referee actions associated with that applicant. There are three main areas on this page: (1) editing the applicant's personal information; (2) adding and managing referees; and (3) adding reference materials (both electronic and physical).

Note that you can perform all of these steps at any time, even after your referees accept their invitations and begin their letters. But it's recommended that you do all of this set up **prior to the start date** for the applicant's review. Either leave the start-date blank until you're ready; or set the start date in the future, to give yourself time to set up.

8.1 Editing the applicant's personal information

If you click on the "Edit personal information" link, you will see the same form you initially filled out when you added the applicant. You can change the review start-date here and can also correct any typos in the applicant's information.

8.2 Adding electronic attachments

Under "Reference Materials," you'll find links to the Senate Bylaws governing the application (Bylaw 23 for both promotion and tenure/permanence applications), as well as a link to your departmental criteria. Aside from the "actions" column on the right-hand side, this is exactly what the referees will see when they visit the Web site.

You can use the "Add an electronic attachment" link to upload additional materials, such as copies of the CV, important publications, etc. We recommend you upload documents in PDF format whenever possible, to make it easier for the referee to view your documents.

8.3 Keeping track of physical materials (optional)

Optionally, you can also "add" physical materials. Of course, the materials themselves are not added — what you're adding here is a "manifest" of the items that you intend to ship to the referee. As you add referees, this table will display how many referees haven't been sent the materials yet.

You can add and track multiple physical-material packages (e.g., if you forgot an important item in the first package that you shipped out). When you mail out the physical package to the referee(s), click on the "Send" link, and click on the "Mark as Sent" button beside the names of the referees to whom you've just sent a package.

This will do two things:

- It will send an email to the referee, so they know to expect the delivery of the package;
- and
- It will help you keep track of which referees haven't been sent materials yet.

9 Inviting a referee

There are no limits in the system on how many referees you can invite for one applicant. Your campus or departmental UCAPT policies may impose limits on the number of referees, but the system will allow you to add as many as you want.

On the applicant's home page, click on the "Add a referee" link. Fill in their title, name, and contact information. Also provide the following:

1. “Type” of referee. This indicates whether the referee was selected by the candidate, or by the committee. Under UCAPT policy, if a candidate-chosen referee declines the offer, you should allow the **candidate** to select a new referee; if it’s a committee-chosen referee who declines, then the **committee** should select a new referee.
2. Letter due date. This due date will appear on the referee’s home page, as a reminder when you expect the letter to be completed. (In the future, we may also send reminder emails to the referees when the due date is approaching.)

Finally, click the “Save changes” button.

You will be asked whether you are ready to send an invitation to the referee. You probably want to send it now (unless you’re unsure about something, e.g., their email address or spelling of their name, and need to send it at a later time).

9.1 Resending invitations

There is an option to “Resend” the invitation email to a referee, in case they lost (or didn’t respond to) the first one. Click on the “Resend request” link to do this.

It’s important that the referee receives the invitation email, because the email contains a Web link that will take them to a “confirmation page.” It’s on this page that they will answer whether they are willing to referee; and they also will select a password to use when they are working on their letter. Without visiting this page, they cannot proceed with refereeing the application.

As soon as the Review Start Date has arrived, the referee will receive another email which will give them access to the reference materials and to the letter-submission form.

10 What does the referee see?

You and your referees will have a very different view of the system, and so it can be hard to give support to referees who have questions about how the system works. I recommend that you do a “test run” and let yourself play the part of the referee. You can complete all of the steps, from accepting the offer, through submitting the completed letter. (Keep in mind, your system tests will **not** send any emails to your Head! So, it’s safe to try this without getting confused phone calls from the boss.)

1. Create a fictitious applicant.
 - I recommend using an obviously fake surname, like “Applicant.”
 - The first time you test the system, you’ll probably want to set the applicant’s Review Start Date to **today**, so you can go through the whole process without having to wait.
2. Add yourself as a referee. But use a **different** email address than your University one, e.g., a Google Mail or Hotmail address.
 - You can invent a fictitious name for the referee; there’s no need to use your own. Just be sure to use an email address that belongs to you.
3. Log out of the UCAPT system¹.
4. In your Hotmail (or wherever), look for the email messages from the system, and follow the instructions in them.
5. Once you’ve accepted your offer to referee, you’ll get an email that will give you the link for writing and submitting your letter.
6. Review the Reference Materials.
7. Click on “Work on my letter” to write your letter. Fill in some sample text in the various spaces.
 - Note the “Preview” buttons at the bottom. Use these to see what the letter will look like once it’s submitted.
8. Submit the letter.

¹ You don’t have to log out of UCAPT if you have more than one browser installed on your computer and are comfortable switching between them. Use one browser (e.g., Internet Explorer) to play the part of the “AAU staff member” — you’ll log in here with your UWin ID and password. Use another browser (e.g., Firefox or Chrome) to play the part of the referee — you’ll open your Hotmail/Google Mail here and will create a new account in the UCAPT system. Then you can switch between the two and watch how your “referee” actions affect what you see as an “AAU staff member” without having to keep logging in and out.

9. Log out of the UCAPT system, and log back in with your UWin ID and password².
10. From here, you can download the finished letter that “your referee” submitted. You can repeat this process as many times as you want.

When you’re done, email Graham Fawcett -- fawcett@uwindsor.ca and ask him to delete your fictitious applications! (Just tell him the fake applicant names you used, if they are not obvious.) If you need technical help with the Web site, or to report a technical problem, please contact Graham Fawcett by email at fawcett@uwindsor.ca.

² Again, this isn’t required if you are comfortable switching between two browsers.

Bylaw 20: Types and Terms of Appointments

ADOPTED by Senate: 4 June 1981

ADOPTED by Board: 25 May 1982, Amended 22 Jan 1985 [as Bylaw 57]

AMENDED by Senate: 27 Sep 1984, 13 Dec 1984, 30 May 1985, 20 Mar 1986, 18 Oct 1990, 15 Nov 1990, 18 Apr 1991, 20 Apr 1995, 16 Dec 1998, 18 Nov 1999, 20 Jan 2000, 29 Sept 2000, 21 Jan 2004, 11 May 2005, 9 June 2005, 7 June 2006, 7 Feb 2007, 5 Nov 2009, 11 Mar 2011, 13 May 2011, 10 June 2011, 08 Feb 2013, 10 Oct 2014, 12 June 2015, 10 June 2016, 9 March 2018, 13 December 2019, 14 February 2020, 22 May 2020, 11 December 2020.

AMENDED Due to Administrative/Organizational/Name Changes: April 11, 2014

1 Types of appointment

Each appointment to an academic position at the University of Windsor shall be one of the following types: Regular appointment; Sessional Lecturer appointment; Temporary appointment; Special appointment.

1.1 Regular appointments

(i) A regular appointment will be to a position within a single AAU, within two AAUs, or within an AAU and a non-AAU. In the case of an appointment to two AAUs, the appointment shall be called a joint appointment. In the case of an appointment to an AAU and a non-AAU, the appointment shall be called a hybrid appointment.

(ii) All regular appointments shall be to one of the following academic ranks: Professorial ranks (Assistant Professor, Associate Professor, Professor); Lecturer; Ancillary Academic Staff appointed as Learning Specialists (ranks I, II, III, IV). Members appointed to one of these ranks shall be defined as regular faculty members.

A Lecturer is a full-time member of the faculty who is engaged in independent teaching and/or research. To be eligible for appointment as a Lecturer, a person must possess necessary academic qualifications, have personal characteristics suggestive of teaching ability, and demonstrate an interest and ambition to advance in the academic field. Ordinarily, the lecturer should hold at least a Master's degree.

An Assistant Professor is a full-time member of the faculty who is engaged in independent teaching and/or research. To be eligible for initial appointment to this rank, a person must ordinarily possess, in addition to the qualifications required for a Lecturer, the terminal degree and/or professional registration or certification appropriate to the field of study.

An Associate Professor is a full-time member of the faculty who is engaged in independent teaching and/or research. To be eligible for initial appointment to this rank a person must ordinarily possess the appropriate terminal degree and/or professional registration or certification, substantial and successful experience in teaching and/or demonstrated research or professional accomplishments.

A Professor is a full-time member of the faculty who is engaged in independent teaching and/or research. To be eligible for initial appointment to this rank a person must ordinarily possess the appropriate terminal degree and/or professional registration or certification, distinguished achievements in teaching and/or a wide reputation for scholarship, creative accomplishment, or professional achievement amongst peers in the academic community, including, but not limited to, peers at this University.

1.1.1 Regular appointments shall be either probationary appointments or appointments with tenure, in the case of lecturer or professorial appointments. In the case of ancillary academic staff appointed as learning specialists, initial appointments shall be either probationary or contract.

1.1.1a Probationary appointments: Initial appointments for probationary members shall be for four years. In accordance with Bylaw 22, faculty members shall be considered for renewal during the fourth year, and the granting of tenure. The purpose of the probationary appointment is to provide a period of mutual appraisal for both the University and the candidate. Probation does not imply that the candidate will be given an appointment with tenure.

1.1.1.1 The total probationary period for a lecturer shall not exceed seven years' service at this

University. If tenure has not been granted by the end of seven years, further reappointment shall be with tenure. However, tenure shall not be granted at this rank, except in special circumstances.

- 1.1.1.2 The total probationary period at any rank shall not exceed six full years of employment at this University. If tenure has not been granted by the end of six full years, further reappointment shall be with tenure.

1.1.1b Appointments with tenure: An initial appointment at this university may be made with tenure.

1.2 Sessional Lecturer

Sessional lecturers (ranks I, II, III) are permanent members of the teaching staff with teaching duties as their principal function for eight consecutive months of the year, followed by a four-month furlough.

1.3 Temporary appointments

A temporary appointment is one implying no commitment by the University to renewal or continuation beyond the specified term.

All temporary appointments shall be in one of the following categories:

- 1.3.1 A Limited Term Appointment is a full-time appointment to a position at any academic rank in the University for a specified length of time.

A Limited Term appointment will be to a position within a single AAU, within two AAUs, or within an AAU and a non-AAU. In the case of an appointment to two AAUs, the appointment shall be called a joint appointment. In the case of an appointment to an AAU and a non-AAU, the appointment shall be called a hybrid appointment.

- 1.3.2 A Sessional Instructor Appointment is held by a person to teach a course or courses in a Department, School, or Faculty.

1.4 Special appointments

All special appointments shall be in one of the following categories:

- 1.4.1 Distinguished University Professor: A distinguished university professor is a member of the faculty of the rank of professor who has distinguished achievements in teaching and wide national and/or international reputation for scholarship or creative or professional accomplishment. A distinguished university professor retains the rights and responsibilities of a regular appointment at the rank of professor.

- 1.4.2 Emeritus/Emerita Professor, Librarian IV, Associate Professor, or Librarian III: A professor, associate professor, librarian IV, or librarian III emerita/emeritus is a faculty member or librarian who has retired or ceased employment at the University, at the rank of professor, associate professor, librarian IV, or librarian III, with a minimum of 10 years of continuous service at the University of Windsor. The granting of the award is automatic, subject to the candidate accepting the honour. If accepted, the President will present the name(s) to the Senate and the Board of Governors for information.

Professors, associate professors, librarian IVs and librarian IIIs who do not meet the minimum required years of continuous service, but have demonstrated excellence in teaching, research/scholarship/creative activity or librarianship activity, and commitment and service to the University can apply or be nominated for this award, in which case the Special Appointments Committee will adjudicate completed applications/nominations. (see 2.4)

An emeritus/ta professor or associate professor may also be appointed as graduate faculty and serve in any capacity on a graduate student's research committee.

- 1.4.3 Honorary Professor: An honorary professor has achieved career distinction and is invited by the University to hold the position of honorary professor and to fulfill such duties as are specified by the University.
- 1.4.4 Visiting Appointment: A visiting appointment may be held by a person with an outstanding reputation by virtue of excellence in research, teaching or creative or professional endeavours, appointed for a period of up to two years. A person who holds a visiting appointment may be designated by a title appropriate to the discipline.
- 1.4.5 Adjunct Appointment: A person holding this appointment will be involved in the academic activities of an AAU or a non-AAU. An adjunct appointment may be made at any academic rank in cases where a person is qualified for an appointment. Such appointments may be for any period up to five years. An adjunct professor may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Adjunct appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Adjunct appointments made in a non-AAU may be renewed by the Provost on the recommendation of the executive committee of the program or unit.
 - 1.4.5.1 Indigenous Scholar: A member of an Indigenous community holding this adjunct appointment will be involved in the academic activities of an AAU or a non-AAU. Such appointments may be for any period up to five years. An Indigenous Scholar may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Indigenous Scholar appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Indigenous Scholar appointments made in a non-AAU may be renewed by the Provost on the recommendation of the executive committee of the program or unit.
 - 1.4.5.2 Clinical Appointment: A recognized member of the healthcare industry holding this adjunct appointment will be involved in the academic activities of an AAU or a non-AAU. A Clinical appointment may be made at any academic rank in cases where a person is qualified for an appointment. Such appointments may be for any period up to five years. A Clinical Professor may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Clinical appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Clinical appointments made in a non-AAU may be renewed by the Provost on the recommendation of the executive committee of the program or unit.
 - 1.4.5.3 Professor of Practice: A recognized leader in their field of practice, holders of this adjunct appointment will be involved in the academic activities of an AAU or a non-AAU. A Professor of Practice appointment may be made at any academic rank in cases where a person is qualified for an appointment. Such appointments may be for any period up to five years. A Professor of Practice may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Professor of Practice appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Professors of Practice made in a non-AAU may be renewed by the Provost on the recommendation of the executive committee of the program or unit.

1.5 Cross-appointments

A faculty member may hold or be appointed to a cross-appointment in a different AAU(s), or in an AAU(s) and a non-AAU. In the former case, the appointment shall be called a joint appointment, and in the latter case the appointment shall be a hybrid appointment, subject to the following provisions:

- 1.5.1 The faculty member will be appointed to a position in the University within a given AAU or in the case of a joint appointment, AAUs, with a primary AAU identified in each case.
- 1.5.2 When a cross appointment is proposed, the AAUs, or the AAU(s) and the non-AAU must agree to the proposal through their Councils or other appropriate decision-making body.
- 1.5.3 Cross-appointments and their renewals require the approval of the Provost and Vice-President, Academic.
- 1.5.4 The cross-appointee shall have the rights and privileges of a regular faculty member within the primary AAU. Voting and membership in an AAU Council shall not normally be extended to the cross-appointee within the other AAU or non-AAU.

1.5.5 Cross-appointments may be for any period up five years and may be renewed.

2 Appointments Committees

All regular and special appointments (except honorary, emeritus/emerita, and distinguished university professor appointments specified in 2.4), and all temporary appointments involving teaching duties, must be made through the procedures as stated below:

2.1 All such appointments shall be considered by an appointments committee as follows:

2.1.1 An AAU appointments committee shall be composed as follows:

- AAU Head, ex officio (Chair)
- Dean, where the Faculty is departmentalized, (or Associate Dean as delegate), ex-officio
- EE/PA [non-voting]
- Three or more faculty members elected by and from all regular faculty members in the AAU
- student representation which shall equal the number of voting faculty members divided by three and rounded to the nearest whole number. The students shall be elected by and from the students in the AAU.
- student alternates, to a maximum of two, may be elected by and from the students in the AAU to serve as representatives in cases where the elected student representative(s) 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 a single search.

2.1.2 For joint appointments the appointments committee shall be composed as follows:

- Deans or Associate Dean(s) as delegate(s), ex officio (Co-Chairs)
- EE/PA [non-voting]
- two faculty members elected by and from all regular faculty members in each AAU (four total), one of whom in the case of an AAU that is also a Department shall be the Head
- one student representative from each AAU elected by and from the students in each AAU.
- student alternates, to a maximum of two, may be elected by and from the students in each AAU to serve as representatives in cases where the elected student representative is 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 a single search.

2.1.3 For hybrid appointments the appointments committee shall be composed as follows:

- Dean or Associate Dean as delegate, ex officio (Chair)
- EE/PA [non-voting]
- two faculty members elected by and from all regular faculty members in the AAU, one of whom in the case of an AAU that is also a Department shall be the Head, and two representatives of the non-AAU one of whom shall be the academic leader or the director of the non-AAU, or designate.
- one student representative from the AAU elected by and from the students in the AAU.
- If the non-AAU is associated with a program(s), one student representative elected by and from the students in the associated academic program(s).
- student alternates, to a maximum of two per AAU and non-AAU, may be elected by and from the students in the AAU or associated academic program(s), as the case may be, to serve as representatives in cases where the elected student representative is 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 a single search.

2.1.4 For adjunct appointments or visiting appointments made in a non-AAU, the appointments committee shall be the executive committee of program or unit. The appointments committee for adjunct appointments or visiting appointments made in an AAU shall be as outlined under 2.1.1.

2.1.5 Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, all appointments committees shall have non-student voting members

from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member from a second gender identity shall be elected to the appointments committee by the AAU Council(s) from a list of eligible faculty members provided by the university.

2.2 Procedures for Regular, Temporary and Special Appointments Involving Teaching Duties

- 2.2.1 An appointments committee shall seek applications for faculty vacancies, review credentials of applicants, and recommend a single candidate for the consideration of the AAU Council or Councils and the executive of the other body, if any.
- 2.2.2 If an Appointments Committee does not have a quorum present at the time of the vote, there shall be a ballot conducted by the office of the Dean. The office of the Dean shall conduct the vote by either mail or electronic ballot. In the case of electronic ballots, the process as approved by Senate shall be employed. A simple majority of votes cast is required to endorse the named candidate.
- 2.2.3 Following the search, the Appointments Committee shall propose the name of a single candidate in writing with appropriate supporting material to the members of the AAU Council or Councils and the executive of the other academic body. At a meeting called on five calendar days' written notice, the AAU Council or Councils and the executive of the other academic body, if any, shall consider the recommendation of the Appointments Committee and shall forward their recommendation to the Provost and Vice-President, Academic, through the Dean of the Faculty. Voting shall be by secret ballot, and a simple majority of votes cast is required to endorse the named candidate. If the AAU Council or Councils and the executive of the other academic body, if any, does not have a quorum present at the time of the vote, there shall be a ballot conducted by the office of the Dean. The office of the Dean shall conduct the vote by either mail or electronic ballot. In the case of electronic ballots, the process as approved by Senate shall be employed. A simple majority of votes cast is required to endorse the named candidate.
- 2.2.4 A Dean shall negotiate with the candidate and recommend terms of appointment to the Provost and Vice-President, Academic.
- 2.2.5 Records shall be kept of all the proceedings. All appointments committee meetings shall be held *in camera* and the proceedings, discussions, records, and any materials kept strictly confidential. The Chair(s) of the appointments committee shall prepare an annual report on each appointment to the Office of Human Rights, Equity and Accessibility, following the format outlined in Appendix A. The University of Windsor's five designated groups are: aboriginal persons, persons with disabilities, sexual minorities, visible minorities, and women.

2.3 All temporary appointments not including teaching duties must be made through procedures established by AAUs.

2.4 Procedures for Special Appointments

- 2.4.1 The recommendation or nomination process for professor or librarian emerita/emeritus, honorary professor, and distinguished university professor shall be an open one. Recommendations or nominations must be made to the Chair of the Senate Governance Committee who will consult with the dean of the faculty of the nominee, or the University Librarian, or Law Librarian as appropriate, in the case of nominees from the Leddy Library.
- 2.4.2.1 The approval of a nomination for professor or librarian emerita/emeritus designation does not denote or imply that the professor or librarian so designated will have the right to the use of any AAU, library or University facilities or resources.
- 2.4.2.2 The appointment is without term and any agreement pertaining to the availability of facilities and resources shall be reviewed at least every three years.

3 **Rights and Responsibilities**

- 3.1 (i) All persons who hold regular appointments have the right and responsibility to participate in the governance of the University.

- (ii) Subject to provisions of Bylaws 40 and 44, persons holding limited-term appointments have the right and responsibility to participate in the governance of the AAU.
- (iii) Subject to the approval of the AAU Council, persons holding other temporary appointments may participate in the governance of the AAU.
- (iv) Normally, persons holding special appointments, other than distinguished university professor, shall not participate in University governance.

Appendix A

Format for Annual Reports to the Office of Human Rights, Equity and Accessibility

Position Type/Title (include: rank, tenure status [probationary or limited term], full or part-time, salary)	Column 1				Column 2				Column 3				Column 4				Column 5			
	# of aboriginal persons				# of persons with disabilities				# of sexual minorities				# of visible minorities				# of women			
	applying	short-listed	interviewed		applying	short-listed	interviewed		applying	short-listed	interviewed		applying	short-listed	interviewed		applying	short-listed	interviewed	

Table continued from above:

Column 6	Column 7		Column 8		Column 9	
	Total # of all applicants (designated and non-designated)		# of offers made to:		Offer accepted by:	
Total # of designated group applicants (do not double count individuals)*			Designated group member	Non-designated group member	Designated group member	Non-designated group member

*An applicant may be a member of multiple designated groups categories. As such, the sum of the numbers from the first five columns may be greater than the total number designated group members. For the “total number of designated group members” column, each applicant is to be counted only once.

Bylaw 22: Committees and Procedures on Renewal, Tenure and Promotion

ADOPTED BY SENATE: 18 Oct 1973

AMENDED BY SENATE: 10 Apr 1980, 2 June 1983, 15 Nov 1984, 24 Jan 1985, 23 Jan 1986, 22 Sep 1986, 9 Dec 1986, 20 Apr 1987, 18 Feb 1988, 15 Mar 1990, 18 Oct 1990, 15 Nov 1990, 21 Mar 1991, 16 Dec 1998, 23 Mar 2000, 10 May 2006, 07 June 2006, 10 Dec 2010, 11 Mar 2011, 13 May 2011, 8 Feb 2013, 10 Oct 2014, 12 June 2015, 2015 October 9, 26 May 2017, 14 February 2020.

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

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

Scholarship includes research, scholarly and creative activity

Regular faculty member includes members as defined in bylaw 20, 1.1(ii).

1 Preamble

This Bylaw of procedures for Renewal, Tenure and Promotion help ensure that the AAUs maintain high standards of scholarship, teaching, and service.

In the implementation of the procedures prescribed in this Bylaw, 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.

In all deliberations by Committees under this Bylaw, members shall declare any potential conflicts of interest prior to such deliberations. Where a conflict of interest or reasonable apprehension of any bias of a committee member may exist, the committee member shall not participate in the deliberations or decisions affected by such conflict or potential bias. In particular, members of Committees shall not participate in deliberations or decisions concerning members of their immediate family, which includes spouses as defined in the Collective Agreement with the Windsor University Faculty Association.

2 Application

- 2.1 This Bylaw applies only to recommendations by Senate Committees and the President concerning renewal of contract, granting of tenure, and promotion.
- 2.2 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.
- 2.3 Tenured Assistant Professors must apply for promotion to Associate Professor.
- 2.4 Granting of the first sabbatical leave is subject to the granting of tenure, and subject to other rules governing the granting of sabbatical leaves.

3 Committees of the Academic Administrative Unit

3.1 In the AAUs, Renewal, Tenure and Promotion Committees shall be as follows:

3.1.1 For regular and limited-term faculty members appointed to a single AAU

3.1.1.1 Dean of Departmentalized Faculties, non- voting;

3.1.1.2 AAU Head, Chair;

3.1.1.3 Three to five regular faculty members elected by and from all regular faculty members in the AAU, the majority of whom must be tenured faculty members;

3.1.1.4 One student elected by and from the students in the AAU;

3.1.1.5 EE/PA, selected by the Office of the Provost, non-voting.

3.1.2 For regular and limited-term faculty members appointed to two AAUs (joint appointments):

3.1.2.1 Dean(s) of Departmentalized Faculties, non-voting;

3.1.2.2 Head of primary AAU (Chair) and Head of secondary AAU;

3.1.2.3 Four regular faculty members - two regular faculty members elected by and from all regular faculty members in each AAU;

3.1.2.4 One student from each AAU elected by and from the students in each AAU;

3.1.2.5 EE/PA, selected by the Office of the Provost, non-voting.

3.1.3 For regular and limited-term faculty members appointed to an AAU and another body (hybrid appointments):

3.1.3.1 Dean of Departmentalized Faculties, non-voting;

3.1.3.2 AAU Head (Chair) and Academic Leader of the other body;

3.1.3.3 Two regular faculty members elected by and from all regular faculty members in the AAU;

3.1.3.4 Two non-student representatives of the other body, elected by and from the non-student members of that body;

3.1.3.5 One student from the AAU elected by and from the students in the AAU, and one student of the other body, elected by and from the students of that body;

3.1.3.6 EE/PA, selected by the Office of the Provost, non-voting.

3.1.4 Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, all AAU RTP committees shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member from a second gender identity shall be elected by the AAU Council from a cognate discipline as an additional voting member of the AAU RTP Committee.

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.

- 3.2 In those cases where there are insufficient numbers of faculty members to constitute the AAU RTP committee as described in 3.1, the President shall appoint a faculty member(s) from a cognate discipline to serve on the AAU RTP Committee.
- 3.3 AAU RTP Committee members shall absent themselves from the discussions of the Committee while their case is being considered and voted upon.
- 3.4 If the Head of an AAU, or Dean of a Faculty, or Associate Dean of a Faculty, should be a candidate for promotion or tenure, the case will be referred to the President who will appoint a special Committee to report directly to the UCAPT. In such cases, the candidate will not be eligible for membership on the UCAPT. The membership of such a Special Committee shall be consistent with 3.1 to 3.2 except that
 - 3.4.1 of the faculty members selected only 1 may be a member of the faculty member's primary AAU.
 - 3.4.2 where the Dean is the candidate, the Chair of the Special Committee shall be an Associate Dean from the relevant Faculty. A Dean from another Faculty (selected by the President) will sit on the Committee with full voting privileges.
 - 3.4.3 where the AAU Head is a candidate, the Head of an AAU of a cognate discipline will be selected by the President to sit as a member of the Special Committee with full voting privileges.
 - 3.4.4 consideration of the faculty member by a Special Committee shall be in accordance with Article 4 of this Bylaw and shall be initiated by the Dean or the Associate Dean of the faculty member's Faculty, or where that is not possible, by such person as shall be nominated by the President.

4 Procedures of the Academic Administrative Unit

- 4.1 Each AAU Council shall clearly articulate its procedures, criteria and standards for renewal, tenure and promotion, and the manner by which they are being evaluated in each of the categories of 1) scholarship, 2) teaching, and 3) service.
 - 4.1.1 The AAU-approved criteria and standards shall be forwarded by the AAU to the Faculty (Coordinating) Council for approval and then to the UCAPT for approval, to ensure Faculty-wide and University-wide consistency of standards, prior to being applied to an applicant for renewal, tenure, and promotion. In the absence of approved AAU criteria and standards, the UCAPT shall establish and apply its own criteria for the AAU. UCAPT decisions on AAU-criteria shall be based on the guidelines established in Bylaw 23.
 - 4.1.2 Each AAU Council shall review and approve the criteria and standards annually. Any revisions stemming from this review must be approved by the Faculty (Coordinating) Council and the UCAPT.
- 4.2 By September 1, the AAU Head shall bring to the attention of all faculty members of the AAU Council any pertinent regulations, bylaws and procedures relating to renewal, tenure, and promotion of contract.
- 4.3 Performance Reviews
Performance Review reports completed by the AAU Head must address the specific AAU-approved criteria and standards.
 - 4.3.1 By October 1 following the first, third and fifth full year of employment of an untenured faculty member, the AAU Head shall complete a Performance Review relating to the criteria for tenure and promotion to Associate

Professor specified in Bylaw 23. The Performance Review shall be in writing and each untenured faculty member shall have the right to make a written response relating to achievement of the criteria. The Performance Review and any written response shall be filed with the Dean of the Faculty by October 8th.

- 4.3.2 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. The Performance Review shall be in writing and each tenured faculty member shall have the right to make a written response relating to achievement of the criteria. The Performance Review and any written response shall be filed with the Dean of the Faculty by October 8th.
- 4.3.3 The Dean shall conduct performance reviews for Associate Deans and AAU Heads in accordance with the above. If the Dean is the AAU Head, the Provost shall complete the Performance Review.
- 4.3.4 By September 15, a tenured faculty member wishing a Performance Review shall communicate that request to the AAU Head, and the Performance Review is to be completed by October 1. The Performance Review shall be in writing and each tenured faculty member shall have the right to make a written response relating to achievement of the criteria. The Performance Review and any written response shall be filed with the Dean of the Faculty by October 8th.

4.4 Renewal, Tenure and Promotion

- 4.4.1 By October 15, all elements of the performance review process under 4.3 shall be completed and the AAU Head shall review the work and achievement of, and with, the appropriate faculty member over the past year including the Performance Review of the faculty member and any response of the faculty member to the Review and
- 4.4.2 shall indicate to each faculty member who does not hold the rank of Professor the planned recommendations which will be submitted to the AAU RTP Committee with respect to renewal of contract, tenure, or promotion.
- 4.4.3 In cases where the AAU Head proposes not to recommend renewal of contract, promotion or tenure, the Head will advise the faculty member of this in writing within 2 working days of conducting the review in 4.4.1. Being so advised, the faculty member may make written application to the AAU RTP Committee for consideration of renewal of contract, tenure, or promotion, within 2 working days.

- 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.

- 4.6 A successful tenure application by an Assistant Professor will automatically result in promotion to Associate Professor.

5 Procedures of the AAU Head and Chair of the Renewal, Tenure and Promotion Committee

- 5.1 The AAU Head shall initiate all proceedings of the AAU RTP Committee by presenting a recommendation for renewal, promotion and/or tenure, the Performance Review(s) of the faculty member, and any response(s) of the faculty member to the Review(s). Untenured faculty members shall be considered for renewal by the AAU RTP Committee after the third full year of their probationary period. When the review is positive, the AAU RTP Committee shall recommend continuation of the probationary appointment.
- 5.2 At least forty-eight hours before the meeting or meetings, the Chair of the AAU RTP Committee shall inform each faculty member in writing of the date and time of the meeting or meetings when the faculty member's case will be considered

and of the faculty member's right to make personal representation to the Committee.

- 5.2.1 At the AAU RTP Committee meeting at which the faculty member's file is being reviewed, the faculty member concerned shall have the right to respond immediately after the recommendation of the Head has been presented to the Committee on renewal of contract, tenure, or promotion and before any discussion takes place.
- 5.2.2 Where the AAU Head is recommending non-renewal of contract, denial of tenure, or not to promote, the faculty member concerned shall have the right to respond immediately after the Head's statement to the Committee on the faculty member's case, and before any discussion takes place.
- 5.2.3 In considering a faculty member for tenure and promotion to Associate Professor or for promotion from Associate Professor to Professor, each AAU Head is required to obtain and submit to the AAU RTP Committee independent external evaluations of the quality of the faculty member's scholarship. The approved AAU criteria and standards shall set out the number of reference letters required. All referees must be at arm's length from the faculty member and external to the university, and have an established reputation within the faculty member's field of scholarship. Letters from a minimum of three such referees are required. The AAU RTP Committee shall choose at least one referee from a list provided by the faculty member, and at least one referee from a list provided by the AAU RTP Committee. All such letters must be forwarded to the UCAPT.
- 5.2.4 All communications between all the referees (both potential and actual) and the AAU Head shall be in writing and copies of all such communications shall be submitted by the Chair of the AAU RTP Committee to the UCAPT.

6 Procedures of the AAU Renewal, Tenure and Promotion Committee

- 6.1 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 unless the voting members of the Committee unanimously agree at the outset of their deliberations to vote by a show of hands. A decision shall be reached by a majority vote of the voting members present. In the event of a tie vote, a positive recommendation shall be forwarded to the UCAPT.
- 6.2 The AAU Head shall be responsible for the preparation of a summary of the proceedings of all meetings which shall be approved by the Committee and submitted to the UCAPT. The summary will include: the initial recommendation of the AAU Head and the reasons therefor; the nature of the discussion, including statements and reasons for renewal of contract, promotion, or tenure with reference to the AAU-approved criteria, and must specifically address any negative written comments by external referees; the motions passed; the votes cast, including the voting pattern for each year of contract renewal; and the voting pattern for promotion or tenure.

All proceedings shall be kept strictly confidential, and a copy of the summaries of the RTP meeting shall be placed in the member's personnel file. The AAU Head shall prepare an annual report on these data to the Office of Human Rights, Equity and Accessibility. The reporting format to be used is in Appendix A.

- 6.3 All decisions of the AAU RTP Committee shall be presented to the faculty member in writing.
 - 6.3.1 Prior to submitting the Committee's recommendations to the UCAPT, the AAU Head will inform the faculty member concerned whether a positive recommendation is to be made regarding renewal of contract, tenure, and promotion.
 - 6.3.2 In the case of a decision not to recommend, the faculty member shall be informed in writing of that fact, of the reasons therefor and of the faculty member's right to make written representations to the UCAPT. In all cases the faculty member must be informed of the Committee's recommendation or decision not to recommend by the dates specified in 6.5.

- 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.
- 6.5 The recommendations of the AAU RTP Committee on contract renewals, with all the necessary supporting documents as directed by the UCAPT, the recommendations from the Dean and any written responses from the faculty member concerned shall be submitted to the Chair of the UCAPT on or before October 31. The recommendations of the AAU RTP Committee concerning tenure, with all the necessary supporting documents as directed by the UCAPT, and the recommendations from the Dean shall be submitted to the Chair of UCAPT by December 15 by the AAU Head. The recommendations of the AAU RTP Committee for promotions, with all the necessary documents as directed by the UCAPT, and the recommendations from the Dean shall be submitted to the Chair of the UCAPT by January 31.

7 University Committee on Academic Promotion and Tenure (UCAPT)

- 7.1 This Committee shall be composed as follows:
- 7.1.1 Provost and Vice-President, Academic (or designate) (Chair), non-voting unless necessary to cast a tie-breaking vote.
 - 7.1.2 Dean, Graduate Studies (ex-officio)
 - 7.1.3 One representative from each of the Faculties, with the exception of Arts, Humanities and Social Sciences which shall have two representatives (one from Arts/Humanities and one from Social Sciences). There shall be an annual rotation of Deans and elections of representatives from Faculties, allowing for one half of the UCAPT Faculty representatives to be Deans and one half to be elected faculty member representatives. Wherever possible the Deans of Engineering and Science should not serve on the UCAPT at the same time.
 - 7.1.4 One student selected by and from each of the three student governments (University of Windsor Students' Alliance, Organization of Part-Time University Students, Graduate Students' Society).
 - 7.1.5 EE/PA, selected by the Office of the Provost, non-voting
- 7.2 No faculty member that is a candidate for promotion, tenure or renewal may serve as a member of the UCAPT in that year. Associate Deans may not serve on the UCAPT as elected faculty member representatives.

8 Procedures of the University Committee on Academic Promotion and Tenure

- 8.1 All meetings of the UCAPT shall be in camera, except as specified in 8.5.2 and 8.6.2 below, and the proceedings kept strictly confidential. The primary responsibility of the UCAPT shall be to review all recommendations made by the various AAU RTP Committees regarding promotion, tenure, or contract renewal as specified in Bylaw 23, and to ensure that established criteria for promotion and/or tenure have been satisfied, and the appropriate procedures followed.
- 8.1.1 Files with unanimous support by the AAU RTP Committee and the Dean of the Faculty shall be forwarded to UCAPT for procedural review only. All other files will be fully reviewed by the UCAPT.
- 8.2 The UCAPT shall review recommendations relating to renewal of contract by December 15, to tenure and promotion to Associate Professor by January 31, and to other promotions by March 31.
- 8.3 Voting will be by secret ballot unless the members of the Committee unanimously agree at the outset of their deliberations to vote by a show of hands. A decision shall be reached by a majority vote of those present.
- 8.4 Final recommendations will be submitted by the UCAPT to the President. The Chair of the UCAPT shall be responsible for the preparation of a summary of the proceedings of all meetings, which shall be approved by the Committee and submitted, together with all supporting documents, to the President within two weeks of the deadlines set down in 8.2. The summary will include: the recommendations of the UCAPT, and the reasons therefor; the motions and votes cast in

each case.

The UCAPT shall prepare an annual report to the Office of Human Rights, Equity and Accessibility. The reporting format to be used is in Appendix A.

8.5 Review Procedures

8.5.1 The Chair of the UCAPT shall commence proceedings on renewal of contract, tenure, and promotion by presenting the recommendations of the AAU RTP Committees, together with the approved AAU criteria and standards used by AAU RTP Committee. In its deliberations, the UCAPT shall apply the same criteria and standards, which have been approved by the AAU, the Faculty (Coordinating) Council, and the UCAPT.

8.5.2 The Dean (or designate) and the AAU Head (or designate) may be requested to appear before the UCAPT to elucidate the Dean's comments and the AAU RTP Committee's recommendations on promotion, tenure, or the renewal of contract, respectively. In such case(s), the Dean (or designate) and the AAU Head (or designate) shall withdraw from the meeting before a vote is taken. Deans (or designates) and AAU Heads (or designates) who are requested to appear before the UCAPT should receive such request in writing with a clear indication of the issues or concerns the UCAPT wishes to raise. The UCAPT will not reject any recommendations of a Dean or an AAU RTP Committee without first giving the Dean (or designate), the AAU Head (or designate) and the faculty member an opportunity to make representation before it (see 8.6).

8.5.3 The Chair of the UCAPT shall inform the faculty member(s) concerned of the Committee's recommendation(s). In the case of a decision not to recommend by the UCAPT, both the faculty member and the AAU Head shall be informed of that fact as well as reasons therefor in writing. In all cases the faculty member and the AAU Head shall be informed within one week of the recommendation being made by the UCAPT.

8.6 Representations to the UCAPT by Faculty Members

8.6.1 Faculty members shall have the right to make oral representations to the UCAPT concerning recommendations of the AAU Committee either on the basis of procedural irregularity or on the merits of the case.

8.6.2 In the case where a faculty member plans to make representations to the UCAPT in relation to the AAU RTP Committee's decision not to recommend renewal of a probationary contract, or tenure and/or promotion, the faculty member must inform the Chair of the UCAPT in writing of the intent to make representations within one week of written notification of the recommendation that the case has been denied by the AAU RTP Committee.

8.6.3 The faculty member shall prepare and provide to the Chair of the AAU RTP Committee for inclusion with the documentation forwarded to the UCAPT a short, written statement setting out the reasons for disputing the recommendations of the AAU RTP Committee. In preparing the statement, the faculty member shall have available all non-confidential documents used by the AAU RTP Committee in making its recommendation and summaries of its meeting(s) insofar as they relate to the faculty member's case.

8.6.4 Where the initial or subsequent recommendation of the UCAPT is contrary to that of the AAU RTP Committee, both the faculty member and the Chair of the AAU RTP Committee shall be informed in writing within one week of the recommendation being made. Finally, the Chair of the UCAPT shall prepare in writing the recommendations of the UCAPT and within two weeks of the deadlines set down in 8.2 shall submit the recommendations to the President for presentation to the Board of Governors.

9 The Role of the President in Renewal, Tenure and Promotion of Contract Deliberations and in Appeals

9.1 The President (or designate) shall review all recommendations of the UCAPT. In those exceptional cases in which the President overrides the positive recommendations of the UCAPT, the President shall provide reasons in writing for the

action to both the AAU RTP Committee, and to the UCAPT and, in the case of an adverse decision, to the faculty member concerned.

- 9.2 The President shall hear appeals made in writing by either the Chair of the AAU RTP Committee or the faculty member concerned, as the case may be, on the grounds of procedural irregularity on the part of the UCAPT or on the merits of the case. Such appeals must be submitted within two weeks after notification of the decision by the UCAPT. In the case where the appeal is successful on the grounds of procedural irregularity, the President shall remit the case to the UCAPT for reconsideration according to the proper procedures within one week. In the case of an appeal on the merits of the case, the President's decision shall be final.
- 9.3 Finally, the President shall submit a report regarding renewal of contract, tenure, and promotion to the Board annually.

Appendix A

Format for Annual Reports to the Office of Human Rights, Equity and Accessibility

<u>Applicants</u>	<u># of aboriginal persons</u>	<u># of persons with disabilities</u>	<u># of sexual minorities</u>	<u># of visible minorities</u>	<u># of women</u>	<u>Total # of designated group members (do not double count individuals)*</u>	<u>Total # of all applicants (designated and non- designated)</u>	<u>Ratio of designated to non designated- group applicants</u>
<u>For Renewal</u>								
<u>For Tenure</u>								
<u>For Promotion</u>								

*An applicant may a member of multiple designated groups categories. As such, the sum of the numbers from the first five columns may be greater than the total number of designated group members. For the “total number of designated group members” column, each applicant is to be counted only once.

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.

RELEVANT COLLECTIVE AGREEMENT ARTICLES

ARTICLE 5 RIGHTS, DUTIES AND RESPONSIBILITIES

- 5:31 Annually on July 15, each faculty member and sessional lecturer shall provide in writing, or electronically, on a template to be provided by the University, to the Provost, and the Dean, with a copy to the Head, a complete current *Curriculum Vitae* as provided for in Schedule "A".
- 5:32 In order to make recommendations respecting career progress the Head, or in the case of a Head, the Dean, shall complete performance reviews as required in the Senate Bylaws and in addition shall complete a performance review for tenured professors, ancillary academic staff with permanence and librarians with permanence every three (3) years. In the case of a cross-appointment under Senate Bylaw 20, each cross-appointed member shall have a primary AAU and the AAU Head of the primary AAU, shall have the responsibility for conducting the performance review in accordance with clause 31:02(n). In so doing the Head, or in the case of a Head, the Dean, shall consider, in respect of a faculty, ancillary academic staff or librarian member, appropriate criteria, including the provisions of this Agreement and any criteria agreed by the AAU Council. If the conclusion of a performance review in respect to a faculty, ancillary academic staff or librarian member who has tenure or permanence as the case may be, is that the performance is unsatisfactory, such faculty, ancillary academic staff or librarian member shall be reviewed annually until the result is that the performance is satisfactory, at which time performance reviews will be conducted on a triennial basis.

The performance review shall be in writing and shall be completed by October 1 and shall be placed in the faculty, ancillary academic staff, or librarian member's personnel file. Each faculty, ancillary academic staff or librarian member who has received a performance review under this Article, within five working days of being informed of the contents of the review, shall have the right to make a written response which shall also be placed in his or her file. In conducting the performance review the Head, or in the case of a Head, the Dean, shall review the faculty, ancillary academic staff or librarian member's current *Curriculum Vitae* and any other material that the faculty, ancillary academic staff or librarian member and Head, or in the case of a Head, the Dean, may agree is relevant to the review. The Head, or in the case of a Head, the Dean, shall make such recommendations for promotion, tenure or renewal or about the future performance of the person receiving the review as may be pertinent to the faculty, ancillary academic staff or librarian member's carrying out her/his duties

ARTICLE 12 APPOINTMENT OF MEMBERS

I. Appointments (General)

- 12:01 In accordance with Section 21(1)c of the University of Windsor Act, the Board of Governors shall continue to have power to appoint members of the academic staff, but all such appointments made by the Board of Governors shall be made in accordance with the rules and regulations, with respect to qualifications for appointment, as may from time to time be adopted by the Senate, and the President shall, before making such recommendations for appointment,

consult with the appropriate committee of the Senate regarding such appointments.

- 12:02 Each appointment is made by the Board of Governors on the recommendation of the President after compliance with the procedures set forth in this Article 12.
- 12:03 A letter of appointment signed by the President shall be sent by mail to each person appointed to a position within the bargaining unit. Each such letter shall specify the class, length, terms, and conditions of appointment, including rank and Normal Salary.
- 12:04 The University undertakes to provide to each new member, as soon as practicable after the inception of her/his employment with the University, a comprehensive pamphlet or pamphlets setting out in detail the particulars of all of the University's fringe benefit Plans.

II. Appointment of Faculty Members

- 12:05 The parties recognize full-time appointments of faculty members as established by the Senate are of three (3) classes:
- (a) Appointment of Limited Term - i.e., an appointment of a specified period of one (1) to three (3) years subject to annual review and continuation for appointments of two (2) and three (3) years, implying no commitment by the University of renewal or continuation beyond the specified term and limited to:
 - (i) replacement of persons on sabbatical or other leave;
 - (ii) engagement of distinguished visiting professors or persons with special knowledge, expertise, or experience;
 - (iii) accommodation of enrolment fluctuations of probable short duration;
 - (iv) accommodation of vacancies in the full-time academic staff until full-time qualified persons acceptable for appointments are available.
 - (b) Probationary Appointment - i.e., an appointment for a specific term, called the probationary period, during which the University undertakes to give serious consideration, subject to the provisions of Article 13, and in accordance with the procedures of the appropriate Senate By-law, to the granting of tenure to the faculty member involved during the last year of the total probationary period. In exceptional circumstances a faculty member may be considered for tenure prior to the expiration of the probationary period, provided the member has served in the probationary tenure track stream for two years at this University prior to such application. The total probationary period shall be:
 - (i) Lecturer - the total probationary period for a Lecturer shall not exceed seven (7) years' service at this University. Further reappointment beyond the maximum probationary period shall be with tenure.
 - (ii) Assistant Professor - the total probationary period for an Assistant Professor shall not exceed five (5) years' service at this University at any rank. Further reappointment beyond the maximum probationary period shall be with tenure.
 - (iii) Associate Professor - the total probationary period for an Associate Professor shall not exceed four (4) years' service at this University at any rank. Further reappointment beyond the maximum probationary period shall be with tenure.
 - (iv) Professor - the total probationary period for a Professor shall not exceed three (3) years' service at this University at any rank. Further reappointment beyond the maximum probationary period shall be with tenure.

Service shall not include the period of leave under clauses [18:05 \(a\)](#) and [18:05 \(b\)](#) and Article [20](#) of this Agreement, but service at another University may be considered in determining the time required, if any, for granting of tenure.

In the event that an AAU Renewal, Promotion and Tenure Committee recommends a faculty member, who is in the last year of her/his probationary service, for tenure but that recommendation is not accepted by UCAPT, or by the President, the member shall be offered a one-year, non-renewable, full-time, limited term appointment or, if agreed to by both the member and the President after consultation with the Dean, six months' salary on the termination of her/his probationary appointment. In the event that an AAU does not recommend a faculty member, who is in the last year of her/his probationary service, for tenure and that recommendation is accepted by UCAPT, the member shall be offered either a one-year, non-renewable, full-time, limited term appointment, or six months' salary on the termination of her/his probationary appointment at the discretion of the President of the University after consultation with the Dean.

- (c) Appointment with Tenure (or without Term) - i.e., an appointment without specified term which shall be with tenure and which shall continue until the normal retirement age or unless terminated in accordance with the provisions of this Agreement, and subject to the provisions of this Agreement with respect to lay-off.
- (d) Where a member on a probationary appointment has to take medical leave of more than six (6) weeks the member may elect to extend the period for which her/his performance must be considered for renewal of her/his appointment or for tenure by no more than the period of time for which she/he took medical leave. All deadlines and procedures relating to the consideration of renewal of the member's appointment or tenure shall be extended by the extension period so elected by the member.
- (e) In case of serious illness, extraordinary family responsibilities or other exceptional circumstances, a member may request in writing, in a letter directed to the Provost, to have her/his consideration for tenure extended for a period of up to three (3) years. Such extensions shall not be unreasonably denied. The Faculty Association shall be notified of all such requests in writing as soon as possible.

- 12:06
- (a) The total period of appointments of limited term at any rank shall not exceed the appropriate duration of probationary periods at that rank. Any further reappointments shall be with tenure; this clause shall not apply to persons appointed to professorships under clause [12:06 \(b\)](#).
 - (b)
 - (i) Where the University seeks to appoint a person to a professorship funded by an external organization or individual, such appointment shall be made in accordance with Senate Bylaws, this Agreement and such terms as the external organization or individual may request as a condition of funding the professorship, and the University may agree.
 - (ii) Persons appointed to professorships funded by an external agency under a funding agreement with the University shall be appointed for a period of not more than five (5) years which may be renewed in accordance with the appointment procedures under the Senate Bylaws and this Agreement for such period as the funding is expected to continue.
 - (c) Members who have accumulated service on a limited term basis and obtain a probationary stream appointment shall have the normal probationary period under clause [12:05 \(b\)](#) corresponding to their rank.

12:07 All limited term appointments will be considered to be at least at the rank of Lecturer and entitled to, at the minimum, the salary floor for their rank.

12:08 All limited term reappointments shall be eligible for the same salary increases as probationary appointments.

12:09 Limited term appointments and initial probationary appointments shall normally commence on July 1 or January 1. However, where the teaching program of an AAU would be benefited, appointments may commence on appropriate

dates to meet the needs of the program.

- (a) An initial probationary appointment commencing on January 1 shall be for a term of eighteen (18) months therefrom.
- (b) A limited term appointment commencing on January 1 may be for a term of twelve (12) months or eighteen (18) months therefrom.
- (c) A limited term or probationary appointment of eighteen (18) months shall be deemed equivalent to one (1) year of service for the purposes of tenure consideration.

III. Research Chairs

- 12:10
- (a) (i) The creation of research chairs by the University shall be subject to the agreement of Senate. Such chairs may be open to either internal or external candidates or both. Appointments to such chairs shall be made following a process determined by the President. Appointments shall be made by the President on the recommendation(s) of a committee appointed by the President composed of the Vice-President, Research (Chair), the Provost, the Dean of Graduate Studies, a University Professor, a faculty member holding a junior Canada Research Chair or equivalent, and an employment equity and procedures assessor. Both genders shall be represented on this committee. All appointments of external candidates shall be subject to the agreement of the relevant AAU(s).
 - (ii) Externally created research chairs shall be subject to the rules, regulations and appointments process prescribed by the body or bodies creating such chairs.

(b) Research Leadership Chairs

(i) **University Research Leadership Chairs Committee (URLCC)**

The University Research Leadership Chairs Committee shall have the following membership, in conformity with the requirement that both genders be represented among the voting members on the committee:

- Vice-President Research, Chair;
- Provost;
- Dean, Faculty of Graduate Studies;
- One University Professor;
- A junior Canada Research Chair or equivalent;
- An Employment Equity/Procedures Assessor (non-voting).

(ii) **Faculty Research Leadership Chairs Committee (FRLCC)**

Each faculty shall have a Faculty Research Leadership Chair Committee with the following membership, subject to the requirement that, among the Dean and voting faculty members on the committee, both genders be represented:

- Dean, Chair;
- Four (4) tenured faculty members who possess an established reputation for research, at least one (1) of whom shall hold the rank of University Professor or Professor or hold a Canada Research Chair, nominated and elected by the Faculty Coordinating Council or the Faculty Council, as applicable;
- An external advisor may, at the election of the committee, be selected by it to assist in its deliberations (non-voting);
- A student elected by and from the student members of the Council or Coordinating Council, as applicable;
- An Employment Equity/Procedures Assessor (non-voting).

- (iii) When a University Research Leadership Chair appointment is to be made, the Faculty Research Leadership Chairs Committee shall make an open call to all faculty members in the Faculty for applications or nominations for the position of research leadership chair, specifying the qualifications and position requirements.
- (iv) Provided that the Dean of a Faculty can identify a vacant position for this purpose, the Dean may reserve one (1) or more chairs for external advertisement, in which case a position profile shall be submitted to the University Research Leadership Chairs Committee and reviewed and approved by it before the search process begins. The search shall be conducted by the Faculty Research Leadership Chairs Committee in accordance with usual appointments procedures but no appointment shall be finalized without a review and approval by the University Research Leadership Chairs Committee and the President.
- (v) All applicants and nominees shall be requested to provide:
 - A letter of two (2) to four (4) pages in length describing what they propose to do in terms both of their own research agenda and their plans for research leadership if they were a successful candidate for a Research Leadership Chair;
 - An up-to-date curriculum vitae supplemented by a statement detailing the candidate's record of support for the research of others;
 - A list of five (5) potential external referees for the candidate; the referees should be 'arms length' individuals and the list shall not include the candidate's thesis supervisor or a person with whom the candidate has collaborated in research and derived any publication(s) or other works from that collaboration within the last five (5) years;

Any external referee may provide a reference for the purpose of highlighting a candidate's record of research mentoring or support for the research of others.
- (vi) The Faculty Research Leadership Chairs Committee shall review the applications of all the candidates and create a short-list of three (3) or fewer if there were fewer than three (3) candidates.
- (vii) The Faculty Research Leadership Chairs Committee shall solicit letters of reference from at least three (3) and no more than five (5) referees of established research reputation in the candidate's field who are not faculty members within the University and who are at 'arms length' from the candidate; at least one (1) referee shall be chosen by the Faculty Research Leadership Chairs Committee from among the names on the list provided by the candidate and at least two (2) referees shall be nominated and chosen by the Faculty Research Leadership Chairs Committee.
- (viii) The Faculty Research Leadership Chairs Committee may, at its election, interview all, but not some, of the short-listed candidates.
- (ix) Following the review of the completed applications, the Faculty Research Leadership Chairs Committee shall forward the complete files of the three (3), or fewer if applicable, candidates with a rank order of the preferred candidate(s) with reasons for the selections to the Chair of the University Research Leadership Chairs Committee together with the PCEE's approval for the forwarding of the recommendations.
- (x) The University Research Leadership Chairs Committee shall consider the recommendations and if necessary seek clarification from the Dean of the Faculty submitting the recommendation(s).
- (xi) The University Research Leadership Chairs Committee may also seek further references should any matter require clarification.

- (xii) The University Research Leadership Chairs Committee shall report its recommendation to the Dean of the proposing Faculty. If the decision is contrary to the recommendation forwarded by the Faculty Research Leadership Chairs Committee, the University Research Leadership Chairs Committee shall provide a reasonable opportunity for the Faculty Research Leadership Chairs Committee to respond. After receiving a response, or failing it, the University Research Leadership Chairs Committee shall make its recommendation and submit it for PCEE approval.
 - (xiii) The University Research Leadership Chairs Committee shall report its recommendation to the President following which the President shall convey her/his decision to the Committee. If the President's decision is positive, the positive recommendation shall be sent to the Provost who will work with the Dean to finalize the terms of the appointment in accordance with the terms of the University Research Leadership Chairs program.
 - (xiv) All proposed renewals of research leadership chair appointments will be reviewed by the Faculty Research Leadership Chairs Committee and thereafter by the University Research Leadership Chairs Committee employing the same process as for appointments above except that the Faculty Research Leadership Chairs Committee and the University Research Leadership Chairs Committee shall consider only the incumbent with specific reference to her or his performance as a research leadership chair.
- (c) Once an appointment is made, the terms and conditions of this Agreement shall apply to internally and externally funded research chair holders, including, but not limited to the following, University of Windsor Chairs, Canada Research Chairs, Natural Sciences and Engineering Research Council Industrial Research Chairs, and Endowed Chairs.
 - (d) Holders of research chairs may be compensated with a special research chair stipend in addition to her/his normal salary. The special research chair stipend shall be the difference between the chair holder's normal salary and the salary paid to the chair holder under clause 12:10 (e).
 - (e) The initial salary to be paid to the chair holder shall be:
 - (i) in the case of an internal candidate appointed to a junior chair, the greater of seventy thousand dollars (\$70,000) or the appointee's normal salary plus ten percent (10%);
 - (ii) in the case of an external candidate appointed to a junior chair, a minimum of seventy thousand dollars (\$70,000), including any specified special research chair stipend;
 - (iii) in the case of an internal candidate appointed to a senior chair, the greater of one hundred thousand dollars (\$100,000) or the appointee's normal salary plus ten percent (10%);
 - (iv) in the case of an external candidate appointed to a senior chair, a minimum of one hundred thousand dollars (\$100,000), including any specified special research chair stipend.
 - (f) This special research chair stipend and minimum salaries under clause 12:10 (e) shall be subject to all salary increases provided by this Agreement and shall cease when the research chair appointment ceases, except in the case of Canada Research Chairs which shall be subject to satisfactory external review at the time the appointment ceases. Following a successful review a former Canada Research Chair's normal salary shall be composed of her/his stipend and current normal salary.

IV. Appointment of Librarian Members

- 12:11 (a) Whenever a Library position in the bargaining unit is to be filled, the University Librarian or the Law Librarian, as the case may be, shall cause to be made a search for and interview of suitable candidates. A candidate shall possess the qualifications for the appointment as adopted and applied by a search committee. The

search procedure shall include internal advertisement of each such position and any external advertisement of such a position shall include insertion in appropriate Canadian publication(s). The recommendation of a search committee shall, in respect of a librarian in the University Library, be subject to the approval of the University Library Administrative Committee. The University Library Administrative Committee shall propose to the President the appointment of the candidate recommended by the Search Committee, or may cause the search to continue. The candidate recommended by a search committee, in respect of a librarian in the Law Library, shall be proposed to the President. The University shall not discriminate against females while making all reasonable efforts to recruit and hire qualified persons for available positions.

(b) The procedure for the appointment of librarian members shall be as for faculty members *mutatis mutandis*.

12:12 A Search Committee, in the case of the University Library, shall be struck by the University Library Administrative Committee and shall be composed of the following:

- (a) the University Librarian, as Chairperson;
- (b) the Associate University Librarian;
- (c) three (3) University Library librarian members elected by the University Library Administrative Committee;
- (d) one (1) student nominated by the presidents of UWSA, OPUS, and SGS; and
- (e) a non-voting employment equity/procedures assessor.

Both genders shall be included in a search committee. Where necessary, a librarian member from the non-represented gender shall be elected by the University Library Administrative Committee to the search committee from a list of eligible librarian members provided by the University.

12:13 A Search Committee, in the case of the Law Library, shall be struck by the Law Librarian and shall be composed of the following:

- (a) the Law Librarian, as Chairperson;
- (b) two (2) librarian members elected from the University and Law Library librarian members by librarians of the University Library and the Law Library, one (1) of whom shall be a Law Library librarian member whenever possible;
- (c) one (1) faculty member elected by and from Law faculty members of the Law Faculty Council;
- (d) one (1) student elected by and from student members of the Law Faculty Council; and
- (e) a non-voting employment equity/procedures assessor.

Both genders shall be included in a search committee. Where necessary, a librarian member from the non-represented gender shall be selected to the search committee by the Law Librarian from a list of eligible librarian members provided by the University.

12:14 The appropriate Chairperson shall call forthwith for nominations and shall then arrange for the election of librarian members to the Committees in clauses 12:12 and 12:13.

12:15 The *curriculum vitae* and all written references concerning each candidate shall be made available to the Search Committee; where deemed necessary, the Chairperson shall arrange for a campus visit by and interviews of such candidate(s).

- 12:16 Appointments to full-time Library positions within the bargaining unit shall be made in one of the following ranks: Librarian I, Librarian II, Librarian III, Librarian IV.
- 12:17 All full-time appointments of Librarian members within the bargaining unit shall be in one of the following three classes:
- (a) Appointment of Limited Term - i.e., an appointment of a specified period of one (1) to three (3) years subject to annual review implying no commitment by the University of renewal or continuation beyond the specified term and limited to:
 - (i) engagement of eminent visiting librarians with special knowledge, expertise or experience;
 - (ii) replacement of librarians on sabbatical or other leave;
 - (iii) accommodation of enrolment fluctuations of probable short duration;
 - (iv) accommodation of vacancies in the full-time librarian staff until full-time qualified persons acceptable for appointments are available.
 - (b) Probationary Appointment - i.e., an appointment for a specified term during which the University undertakes to give consideration to renewal at yearly intervals thereafter and to granting of permanence in the last year of the probationary period subject to a performance assessment as per the criteria established in clauses 13:11 through 13:14. A librarian member may, however, be considered for permanent appointment at any time two (2) years after her/his initial appointment. The total probationary period of:
 - (i) Librarian I shall not exceed five (5) years' service at this University. Appointments after five (5) years' service shall be deemed to be permanent.
 - (ii) Librarian II shall not exceed five (5) years' service at this University. Appointments after five (5) years' service shall be deemed to be permanent.
 - (iii) Librarian III shall not exceed four (4) years' service at this University. Appointments after four (4) years' service shall be deemed to be permanent.
 - (iv) Librarian IV shall not exceed three (3) years' service at this University. Appointment after three (3) years' service shall be deemed to be permanent.

Service shall not include the period of leave under clauses 18:05 (a) and 18:05 (b) and Article 20 of this Agreement, but service at another University may be considered in determining the time required, if any, for granting of permanence. Please refer also to clause 17:04 (d).

In the event that a Renewal, Promotion and Permanence Committee recommends a librarian member who is in the last year of her/his probationary service for permanence but that recommendation is not accepted by UCRPPLM, the member shall be offered a one (1) year, non-renewable full-time, limited term appointment or, if agreed to by both the member and the President after consultation with the University Librarian, six (6) months' salary on the termination of her/his probationary appointment. In the event that a RPP Committee does not recommend a librarian member who is in the last year of her/his probationary service for permanence and that recommendation is accepted by UCRPPLM, the member shall be offered either a one (1) year, non-renewable, full-time limited term appointment or six (6) months' salary on the termination of her/his probationary appointment at the discretion of the President after consultation with the University Librarian.

- (c) Appointment with Permanence - i.e., an appointment from outside the University or a further appointment from within the University without specified term after the expiration of the probationary period continuing until the normal retirement age or until otherwise terminated in accordance with the provisions of this Agreement

subject to a performance assessment as per the criteria established in clauses 13:11 through 13:14.

- 12:18 (a) Probationary or limited term appointments of eighteen (18) months may be deemed equivalent to either one (1) or two (2) year(s) of service for the purposes of permanence consideration at the option of the member.
- (b) Probationary or limited term appointments of less than eighteen (18) months shall be deemed equivalent to one (1) year of service for the purposes of permanence consideration.

V. Appointment of Ancillary Academic Staff Members

- 12:19 Whenever an ancillary academic staff position in the bargaining unit is to be filled, the Dean (or in the case of the Centre for Teaching and Learning, the Vice-Provost, Teaching and Learning) shall cause a search to be made and shall arrange for the interview of suitable candidates. A candidate shall possess the qualifications for the appointment as adopted and applied by the Appointments Committee. The appointment procedure to be followed will be the normal procedure for the appointment of faculty members. The search procedure which shall be in accordance with clauses 12:01 to 12:04 shall include internal advertisement of each such position and when approved by the Provost external advertisement of such a position in appropriate Canadian publication(s). The Dean, after receipt of the written recommendations of the Appointments Committee, shall propose to the President or her/his delegate, the appointment of the candidate(s) from among those recommended by the Appointments Committee, or may cause the search to continue.
- 12:20 Ancillary academic staff members shall not be appointed as substitutes for full-time faculty, librarian, or sessional lecturer appointments.
- 12:21 Each AAS Committee shall be composed of the following:
- (a) Where an AAS position is to be appointed within an AAU, the AAU Appointments Committee shall be used.
 - (b) Where an AAS position is to be appointed within the Division of Athletics and Recreational Services, the Appointments Committee shall consist of:
 - the Director, as Chair;
 - the Associate Director;
 - three (3) members elected by and from the Division of Athletics and Recreational Services, one of whom will be an ARS coach colleague;
 - one (1) student representative elected by the students on the Faculty of Human Kinetics Council; and
 - a non-voting employment equity/procedures assessor.
 - (c) Where an AAS position is to be appointed within the Centre for Teaching and Learning, the Appointments Committee shall consist of:
 - (i) the Vice-Provost, Teaching and Learning as Chair;
 - (ii) the Director of Teaching and Learning Development;
 - (iii) three (3) members of the bargaining unit, at least one of whom shall be an AAS member appointed in the Centre for Teaching and Learning, where possible;
 - (iv) one (1) student nominated by the presidents of UWSA, OPUS, and GSS; and
 - (v) a non-voting employment equity/procedures assessor.
- 12:22 The Chair shall call for nominations to the Appointments Committee and shall then arrange for the election of members to the Committee.

- 12:23 The *curriculum vitae* and all written references concerning each candidate shall be made available to the Appointments Committee.
- 12:24 All full-time appointments of ancillary academic staff within the bargaining unit shall be in one of the following three classes:
- (a) Appointment of Limited Term - i.e., an appointment of a specified period of up to three (3) years subject to annual review implying no commitment by the University of renewal or continuation beyond the specified term. The University shall only appoint within this class for the purposes of:
 - (i) replacing an AAS member on leave for the duration of said leave;
 - (ii) accommodation of vacancies in the full time ancillary academic staff until full time qualified persons acceptable for appointments are available; or
 - (iii) to accommodate curriculum development or revision, or new programme development.
 - (b) Probationary Appointment - i.e., an appointment for a specified term during which the University undertakes to give consideration to renewal at yearly intervals thereafter and to granting of permanence in the last year of the probationary period subject to a performance assessment as per the criteria established in clauses 13:22 through 13:28. An ancillary academic staff member may, however, be considered for permanent appointment at any time two (2) years after her/his initial appointment. The total probationary period of:
 - (i) AAS I shall not exceed six (6) years' service at this University. Appointments after six (6) years' service shall be deemed to be permanent.
 - (ii) AAS II shall not exceed five (5) years' service at this University. Appointments after five (5) years' service shall be deemed to be permanent.
 - (iii) AAS III shall not exceed four (4) years' service at this University. Appointments after four (4) years' service shall be deemed to be permanent.
 - (iv) AAS IV shall not exceed three (3) years' service at this University. Appointment after three (3) years' service shall be deemed to be permanent.

Service shall not include the period of leave under clauses 18:05 (a) and 18:05 (b) and Article 20 of this Agreement, but service at another University may be considered in determining the time required, if any, for granting of permanence.

In the event that an AAS Committee does not recommend an AAS member who is in the last year of her/his probationary service for permanence, the member shall be offered either a one (1) year, non-renewable, full-time limited term appointment or six (6) months' salary on the termination of her/his probationary appointment at the discretion of the President after consultation with the Dean.

- (c) Appointment as a Designated Sports Coach. Initial appointment to ancillary academic staff coaching positions shall be probationary for a period of six (6) months, at which time, on the recommendation of the ARS Appointments Committee, the appointment will be terminated forthwith or confirmed. Appointees will be subject to renewal annually by the Board of Governors on the recommendation of the President, in accordance with clause 13:24 for a period of three (3) years, after which reappointments will be renewable for periods of two (2) to five (5) years (the length of the appointment to be determined by the President after considering recommendations from the ARS Appointments Committee and the Dean). When the ARS Appointments Committee and the Dean recommend non-renewal of the appointment of an athletic coach, the incumbent will receive one (1) month's notice of termination for each year of service, or payment in lieu of such notice, up to a maximum of twelve (12) months for twelve (12) years of service and longer. When an

appointment of a coach is not confirmed/renewed the Dean may assign other duties in lieu of normal coaching duties.

12:25 A letter of appointment signed by the President shall be sent by mail at least three (3) weeks before commencement of duties to each ancillary academic staff appointee, which letter shall specify the length, terms and conditions of appointment and salary.

12:26 The following Articles and clauses of this Agreement shall apply to ancillary academic staff members:

1 (Definitions),
2 (Declaration of Principles),
3 (Recognition),
4 (Dues Check-Off),
5:39 to 5:52 (Rights, Duties and Responsibilities),
6 (Management Rights),
7 (Existing Practices),
8 (Facilities and Support Services),
10 (Academic Freedom),
11 (No Discrimination),
12:01 to 12:04 (Appointments General),
12:19 to 12:25 (Appointments of Ancillary Academic Staff Members),
13:22 to 13:28 (Confirmation and Renewal of Appointments and Promotion of Ancillary Academic Staff Members),
15 (Financial Exigency),
16 (Lay Off, Notice, and Recall Rights and Compensation and Benefits),
19 (Court Leave),
20 (Leave of Absence without Salary),
21 (Pregnancy/Parental/Adoption Leave),
22:03 (Conference and Convention Leave).
23:10 to 23:18 (Study Leave),
24 (Compassionate Leave and Family Medical Leave),
27 (Confidentiality and Access to Personnel files),
28:04 to 28:10, (Rights and Privileges of the Faculty Association and Members),
29 (Dismissal for Just Cause),
30 (Employment Equity),
32 (Amalgamation, Consolidation, Merger or Expansion of the University),
33 (Copies of this Agreement),
34 (Patents),
35 (Copyright),
36 (Patents and Copyright),
37 (Notices and Official Correspondence Pursuant to Agreement),
38 (Information),
39 (Grievance and Arbitration Procedures),
44 (University Athletic Facilities),
45 (Public Liability Insurance),
46:01 and 46:03 (Vacation and Holidays for Members),
47:03 (Resignations/Retirement),
49 (Joint Consultative Committee),
50 (Role of the Senate),
51 (No Strikes or Lock-Outs),
52 (Salaries and Other Benefits),
53 (Validity),
58 (Discipline),
59 (Investigation of Allegation and Complaints),
60 (Ethical Conduct of Research),

- 61 (Duration of Agreement),
- A. (Salaries),
- D. (University Retirement Plan),
- E. (Absence Due to Illness, Injury or Disability),
- F. (Health Insurance Plans),
- G. (Tuition),
- H. (Group Life Insurance and Accidental Death and Dismemberment Plans),
- I. (Professional Development and Membership Dues Reimbursement),
- K. (Car Allowance),
- L. (Reimbursement for Moving and Storage Costs), and
- P. (Windsor Salary Standard),

ARTICLE 13 RENEWAL OF APPOINTMENTS, PROMOTION AND TENURE/PERMANENCE

I. Renewal of Appointments, Promotion and Tenure of Faculty Members

- 13:01 The University and the Faculty Association agree with the principle that the basis for promotion is the performance of the individual determined on the basis of job-derived criteria. All renewal, promotion and tenure decisions shall be made in accordance with the procedures for achieving employment equity adopted by the Senate. A reasonable effort shall be made to specify the criteria to be used and to communicate them to faculty members.
- 13:02 The criteria for renewal of appointment, promotion, and granting of tenure of faculty members shall continue to be as adopted and applied by the Senate. Moreover, these criteria must not systematically discriminate against women, visible minority, aboriginal and disabled academics and shall be reviewed to ensure that they do not undervalue work which is done primarily by any such academics.
- 13:03 No faculty member with a limited term appointment may be reappointed to the same AAU at a rank lower than that held during her/his immediately preceding appointment.
- 13:04 Subject to clause 13:02, renewal of appointment, promotion and granting of tenure and renewal of faculty members, shall continue to be by action of the Board of Governors on the recommendation of the President who shall, before making such recommendations, consult with the appropriate committee of the Senate. Where a time limit is stipulated in a procedure as outlined in the Senate Bylaws or this Agreement for promotion and tenure, the administration, and all persons and/or bodies bound by the time limit will take appropriate steps to ensure that the time is adhered to strictly. Nevertheless, where good and sufficient reasons are demonstrated, the time limits may be extended in order to accommodate such reasons. However, the body or person initiating any such extension shall give due advance notice of the extension and the reasons therefore to the body or person directly affected by the extension.

In the interests of employment equity, the AAU Committees shall attempt to include, when the gender composition of the AAU permits, at least one (1) woman committee member and UCAPT shall include at least one (1) woman committee member.

- 13:05 (a) UCAPT shall not make a negative recommendation on renewal, promotion and/or tenure without first notifying the candidate in writing of its concerns in detail (which includes all relevant documentation provided by the AAU Head to UCAPT, a copy of any current UCAPT letter to the AAU Head requesting a clear indication of issues and concerns, a copy of the response which the Head of the AAU shall be required to submit in writing to UCAPT, copies of all supporting documentation including contents of confidential letters with the author's identity remaining confidential) and affording the candidate an opportunity to make a presentation before UCAPT.
- (b) A candidate who is being considered for promotion or early tenure may elect to withdraw her/his name from consideration by UCAPT.

- (c) In those exceptional cases where UCAPT overrides the positive recommendations of the AAU Committee on Promotion and Tenure, the Chair of UCAPT shall provide reasons in writing for this action to both the AAU Head and the faculty member concerned.
- (d) For purposes of UCAPT reviews on renewal, promotion or tenure, the Employment Equity/Procedures Assessor(s) shall be appointed by the mutual agreement of the Chair of UCAPT and the President of the Faculty Association from amongst those persons on the list of Employment Equity/Procedures Assessors who have served at least three years (3) as Assessors on an AAU Promotion and Tenure Committee.

13:06 A member who opts to appear before the Promotion and Tenure Committee at either the AAU or UCAPT level shall have the right to be represented by the Faculty Association. The representative shall have the same rights and role in the proceedings as the member.

13:07 The recommendation of the President, or her/his failure to make a recommendation to the Board of Governors under clause 13:04 of this Agreement, shall be subject to the arbitration procedures set forth in Article 39 of this Agreement.

Recourse to arbitration shall normally be related to the following, but not limited to them in cases where the Faculty Association can demonstrate a justifiable reason for requesting Arbitration on some other ground:

- (a) involves discrimination within the meaning of Article 11 or involves a breach of Article 12,
- (b) involves violation of academic freedom within the meaning of Article 10 of this Agreement,
- (c) involves procedural irregularity or defect in the application of, or failure to apply, the appropriate Senate procedures sufficient to justify quashing the decision,
- (d) is contrary to the University Committee on Academic Promotion and Tenure (UCAPT) recommendation on the merits of the case, or
- (e) involves the unequal application of the currently prevailing norms for promotion and tenure within the University.

The decision of the arbitration board shall be final and binding upon the faculty member and the parties.

13:08 A candidate for Promotion or Renewal may appeal the findings of fact on which the letter from UCAPT is based, without appealing the UCAPT recommendation. In such cases normal grievance procedures shall apply.

II. Renewal of Appointments, Promotion and Permanence of Librarian Members

13:09 The University and the Faculty Association agree with the principle that the basis for promotion is the performance of the individual determined on the basis of job-derived criteria. All renewal, promotion and permanence decisions shall be made in accordance with the procedures for achieving employment equity adopted by the Senate.

13:10 The criteria governing the renewal of appointment, promotion and granting of permanence for librarian members shall be as described in clause 13:11. The criteria may be amended from time to time by the Provost only on the recommendation of the Librarian Criteria Committee composed of the Provost, the University Librarian, the Law Librarian, two (2) librarian members elected from and by the members of the University Library, one (1) librarian member elected from and by the Law librarian members, and a faculty member in the bargaining unit elected from and by the Senate Library Committee. Such criteria must not systematically discriminate against women librarians and shall be reviewed to ensure that they do not undervalue work which is done predominantly by women.

Criteria for Reappointment, Promotion and Granting of Permanence for Librarian Members of the University of Windsor

- 13:11 The basic quality which must be evident for reappointment, the granting of permanence, and the awarding of promotion is excellence and achievement in position performance and hence support of the teaching and research objectives of the University of Windsor. In this context, a librarian practices her/his profession through activities such as the selection, acquisition, and preservation of Library materials; the bibliographical control of these materials; the accessibility of the collection to users; the provision of instruction in using the Library's resources; and the planning and development of Library Systems. All the foregoing areas of activity rank in equal value.

Accordingly, paramount consideration in the granting of reappointment or permanence and the awarding of promotion shall be given to the candidate's performance and service in her/his assigned position(s).

Secondarily, due recognition shall be given for an appropriate combination of: valuable professional and related academic contributions to the University, professional and related academic achievement, and service to the community, particularly since such contributions are not a requirement of the applicant's position, and are made outside normal working hours. Research or creative work should be rewarded, recognizing the limitations on such activities because of scheduled demands on time and energy.

The evaluation should be qualitative and quantitative, with evidence of continued efficient and effective endeavour. Evaluation should be made in comparison with the activity and quality appropriate to the candidate's specialty.

In the granting of renewal of appointment and in the awarding of promotion, experience shall only be taken into consideration insofar as it represents growth on the job in terms of increased knowledge, skills, and competence.

Permanent appointment shall be granted to a candidate with a demonstrated standard of performance and ability consistent with the criteria for her/his rank and position and with potential for future development and contribution to the Library and to the University.

General Criteria

- 13:12 While the following principles do not form an exhaustive list, they do serve as indicators.

1. Performance in the area of the candidate's assigned responsibility. Promotion is a recognition of merit primarily based on excellence and achievement in position performance. Assessment would take into account:
 - (a) professional competence as demonstrated by knowledge applied within the position in an effective and efficient manner on an on-going basis;
 - (b) ability to communicate and interact effectively and co-operatively with all colleagues and patrons;
 - (c) ability to relate her/his functions to the overall goals of the Library and of the University;
 - (d) ability to take initiative and to be innovative;
 - (e) special skills and aptitudes (e.g., linguistic ability) which are utilized in the performance of her/his duties.
2. Broad Professional Initiative, including committee and administrative activity, as indicated by:
 - (a) supervision, or co-ordination, of Library personnel or activities;
 - (b) demonstrated administrative ability and capacity for administration;

- (c) service and leadership in Library-wide and University affairs.
- 3. Professional and Related Academic Activities: Relevant research activity including bibliographic research and creative work should be rewarded. This may be indicated by:
 - (a) publication of books, articles, reviews, and reports of a scholarly or instructional nature, and relevant contributions of a creative nature, as well as consideration of the extent of the candidate's intellectual activity in support of the research activities of others;
 - (b) formal study taken to broaden and/or improve language or relevant professional subject knowledge;
 - (c) study for relevant advanced professional and/or related academic qualifications;
 - (d) active participation in professional associations;
 - (e) efforts for professional growth through further study (including attendance at workshops);
 - (f) contributions in matters of Library administration (e.g., Committee work).

Application of Criteria to Librarian Ranks

13:13 Librarian I

It is at this rank that a professional career usually begins. To qualify for reappointment at this rank the candidate shall have met appropriate professional requirements, show potential for further successful performance, and promise of future professional activity and related academic activity as may be required.

Librarian II

As a primary criterion for reappointment or promotion to this rank, a candidate shall have a record of successful performance as a Librarian. The nature of the candidate's responsibility is to be considered, e.g., supervisory responsibility, subject area or language specialization, instructional duties. It is expected that successful candidates will have shown the capacity to develop and extend their professional and related academic expertise.

Librarian III

To qualify for appointment or promotion to this rank, the candidate must submit evidence of continuing effective and efficient performance. This would encompass demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity. With less weighting, one or more of the following criteria should also be considered: academic achievement and activities, including additional formal professional degrees, programs of continuing education, involvement in professional and related academic activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars, workshops; service to the Library and the University.

Librarian IV

This rank is not awarded as a recognition of long services, but rather as a recognition of distinguished service, and for high professional or related academic achievement.

Reappointment or promotion to this rank requires evidence of a record of outstanding performance, with demonstrated initiative, leadership, and creativity. As well as making an outstanding contribution to the Library and to the University, the candidate must submit evidence of outstanding achievement in one or more of the following areas: professional endeavours, including significant involvement in professional organizations; additional service to the Library and/or the University community. Besides having attained a high level of professional expertise, the candidate

should be considered likely to continue to fulfil a vital role in the institution.

13:14 Permanence at any of the above ranks is achieved by the fulfilment of the criteria in 13:09 to 13:13 above over an appropriate period of time, and certainly by the maximum periods in clause 12:17 in this Agreement.

13:15 Renewal of appointment, promotion, and granting of permanence is by action of the Board of Governors on the recommendation of the President who, before making such recommendation, shall consult either of the following Committees:

(a) Renewal, Promotion and Permanence Committee for University Librarian Members (RPPCULM) consisting of the following:

- the Associate University Librarian as Chair,
- three (3) librarian members, at least two of whom shall have permanence, elected by the University Library Administrative Committee,
- one (1) student elected by and from student members of Senate,
- a non-voting employment equity/procedures assessor.

Both genders shall be included in a committee. Where necessary, a librarian member from the non-represented gender shall be elected by the University Library Administrative Committee to the committee from a list of eligible librarian members provided by the University;

OR

(b) Renewal, Promotion and Permanence Committee for Law Librarian Members (RPPCLLM) composed of as follows:

- the Law Librarian as Chairperson (non-voting),
- one (1) faculty member elected by and from Law faculty members,
- three (3) Librarian members elected from the University and Law Library librarians by the librarians on the University Library Administrative Committee and the Law Library librarians, one (1) of which elected members shall be a Law librarian when a Law librarian is available,
- one (1) student elected by and from student members of the Law Faculty Council,
- a non-voting employment equity/procedures assessor.

Both genders shall be included in a committee. Where necessary, a librarian member from the non-represented gender shall be elected by the University Library Administrative Committee to the committee from a list of eligible librarian members provided by the University;

and the President shall also consult the following committee:

(c) University Committee on Renewal, Promotion and Permanence for Librarian Members consisting of the following:

- Provost as Chairperson,
- the University Librarian,
- the Law Librarian,
- the Associate University Librarian,
- three (3) librarian members, at least two (2) of whom shall have permanence, elected by and from University Library and Law Library librarians,
- one (1) graduate student and one (1) undergraduate student elected by and from the students on the Senate,
- a non-voting employment equity/procedures assessor.

Both genders shall be included in a committee. Where necessary, a librarian member from the non-represented gender shall be elected by the University Library Administrative Committee to the committee from a list of eligible librarian members provided by the University;

The appropriate Chairperson or her/his designate, shall call for nominations and shall then arrange for the elections to each Committee.

- 13:16 No librarian member with a limited term appointment may be reappointed to the same administrative unit within the Library at a rank lower than that held during her/his immediately preceding appointment.
- 13:17 No member of the librarian member staff, except as specified in this clause will be eligible to serve as a member of any Committee on Renewal, Promotion and Permanence for the purpose of renewal, promotion and permanence, if she/he, or a sibling, spouse, child or dependent, is a candidate for promotion and/or the granting of permanence in that year. Any member of the committee who is on a probationary contract shall absent himself/herself from the discussions of the Committee while her/his case is being considered and voted upon.
- 13:18 If the University Librarian, or Acting University Librarian, Law Librarian or Acting Law Librarian, Associate University Librarian or Acting Associate University Librarian, (or a sibling, spouse, child or dependent) is a candidate for renewal, promotion and/or granting of permanence, her/his case will not be considered by the relevant Committee on Renewal, Promotion and Permanence, but will be referred to the President who will appoint a special committee to report directly to the University Committee on Renewal, Promotion and Permanence for librarian members. In such cases the candidate for renewal, promotion or the award of permanence will not be eligible for membership on the University Committee on Renewal, Promotion and Permanence for librarian members, but she/he may serve where appropriate on the relevant Renewal, Promotion and Permanence Committee for University librarian members or Law librarian members.
- 13:19 Procedures followed in the appropriate Senate Committee(s) on Promotion and Tenure of faculty members, as well as protections concerning renewals, promotion and granting of tenure afforded to faculty members by this Agreement, shall apply *mutatis mutandis* to the renewal of appointments, promotion and granting of permanence of librarian members. Where a time limit is stipulated in a procedure as outlined in the Senate Bylaws or this Agreement for a promotion and tenure decision, the administration, and all persons and/or bodies bound by the time limit shall take appropriate steps to ensure that the time limit is adhered to strictly. Nevertheless, where good and sufficient reasons are demonstrated, the time limits may be extended in order to accommodate such reasons. However, the body or person initiating any such extension shall give due advance notice of the extension and the reasons therefore to the body or person directly affected by the extension.
- 13:20 A member who opts to appear before the Promotion and Tenure Committee at either the AAU or UCRPPLM level shall have the right to be represented by the Faculty Association.
- The representative shall have the same rights and role in the proceedings as the member.
- 13:21 The recommendation of the President or her/his failure to make a recommendation to the Board of Governors under clause 13:15 of this Agreement shall be subject to the arbitration procedures set forth in Article 39 of this Agreement.
- Recourse to arbitration shall normally be related to the following, but not limited to them in cases where the Faculty Association can demonstrate a justifiable reason for requesting Arbitration on some other ground:
- (a) involves discrimination within the meaning of Article 11 or involves a breach of Article 12 of this Agreement;
 - (b) involves violation of academic freedom within the meaning of Article 10 of this Agreement;
 - (c) involves a procedural irregularity or defect in the application or failure to apply the procedures set out in clauses 13:07 through 13:21 inclusive, sufficient to justify quashing the decision;

- (d) is contrary to the University Committee on Renewal, Promotion and Permanence for librarian members recommendation on the merits of the case; or
- (e) involves the unequal application of the currently prevailing norms for promotion and permanence within the University.

The decision of the arbitration board shall be final and binding on the librarian member and the parties.

III Confirmation and Renewal of Appointments and Promotion of Ancillary Academic Staff Members

- 13:22 The University and the Faculty Association agree with the principle that the basis for the confirmation of probationary appointments, the renewal of appointments, promotion and the granting of permanence is the satisfactory performance of the individual determined on the basis of job-derived criteria, and further that such confirmation, renewal, promotion and/or permanence shall be in accordance with the goals, objects, and purposes of the University.
- 13:23 (a) The paramount consideration for such confirmation, renewal, promotion, or permanence shall be the candidate's performance and service in her/his assigned position(s) taking into account, where relevant according to the terms of a member's job description, professional and related academic contributions to the University, professional and related academic achievement, and service to the campus community.
- (b) The evaluation of candidates shall be in comparison with the normal activity and quality of performance appropriate to the candidate's position and will be based upon:
- (i) professional competence as demonstrated by knowledge applied within the position in an effective and efficient manner;
 - (ii) ability to communicate and interact effectively and cooperatively with colleagues, students and others;
 - (iii) ability to relate her/his functions effectively to the objects and purposes of the University;
 - (iv) ability to take initiative and to be innovative in performing assigned responsibilities;
 - (v) special skills and aptitudes which are utilized in the performance of her/his duties.
- 13:24 Renewal of appointment, promotion, and granting of permanence for AAS members is by action of the Board of Governors on the recommendation of the President who, before making such recommendation, shall consult one of the following Committees:
- (a) Where the AAS member is appointed in an AAU, the AAU Renewal Promotion and Tenure Committee;
 - (b) Where the AAS member is appointed within the Division of Athletics and Recreational Services, an AAS Renewal Promotion and Permanence Committee constituted in the manner described in clause [12:21 \(b\)](#); or
 - (c) Where the AAS member is appointed within the Centre for Teaching and Learning, an AAS Renewal Promotion and Permanence Committee constituted in the manner described in clause [12:21 \(c\)](#), with the exception that the three members referred to in clause [12:21 \(c\) \(iii\)](#) shall be selected where possible from a cognate discipline.
- 13:25 Procedures followed by AAU Renewal Promotion and Tenure Committees under Senate Bylaw 22 shall apply *mutatis mutandis* to the renewal of appointments, promotions and granting of permanence of AAS members. A member who opts to appear before the Renewal Promotion and Tenure/Permanence Committee shall have the right to be represented by the Faculty Association. The representative shall have the same rights and role in the proceedings as the member.

- 13:26 The decision of the President under clause [13:24](#) of this Agreement shall be communicated in writing to the candidate and shall be subject to the arbitration procedures set forth in Article [39](#) of this Agreement.

Application of Criteria to Ancillary Academic Staff Ranks

13:27 AAS I

This rank is for those with professional experience and academic potential, but lacking full professional qualifications. To qualify for appointment or reappointment at this rank, the candidate shall have met appropriate professional requirements, and show potential for further successful performance, and promise of future professional activity and related academic activity as may be required.

AAS II

It is at this rank that a professional career usually begins. As a primary criterion for appointment, reappointment or promotion to this rank, a candidate shall have the appropriate professional qualifications and/or a record of successful performance as an ancillary academic staff member. The nature of the candidate's responsibility is to be considered, and it is expected that successful candidate(s) will have shown the capacity to develop and extend their professional and related academic expertise.

AAS III

To qualify for appointment, reappointment or promotion to this rank, the candidate must submit evidence of continuing effective and efficient performance at the University or other relevant job position. Primarily this would encompass demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity. However, one or more of the following criteria should also be considered: academic achievement and activities, including additional formal professional degrees, programs of continuing education, involvement of professional and related academic activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars, workshops; service to the AAU and the University. This rank is the normal career rank for ancillary academic staff members.

AAS IV

This rank is not awarded as a recognition of long service, but rather as a recognition of distinguished service and for high professional or related academic achievement. Appointment, reappointment, or promotion to this rank requires evidence of a record of outstanding performance, with demonstrated initiative, leadership, and creativity at the university or other relevant job position. As well as making an outstanding contribution to the AAU and to the University, the candidate must submit evidence of outstanding achievement in one or more of the following areas: professional endeavours, including significant involvement in professional organizations; additional service to the AAU and/or the University community. Besides having attained a high level of professional achievement, the candidate should be considered likely to continue to fulfill a vital role in the institution.

- 13:28 No ancillary academic staff member with a limited term appointment may be reappointed to the same administrative unit at an AAS rank lower than that held during her/his immediately preceding appointment.

[illegible]

[illegible]

[illegible]



For additional copies please call ext. 2010 or e-mail cindy@uwindsor.ca
or visit www.uwindsor.ca/rtp

Revised: July 2021