



MOUNT ROYAL
UNIVERSITY
1910

INITIAL STAGES OF APPLYING FOR PROMOTION

January 19, 2023

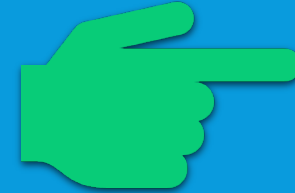
Jennifer Pettit, Interim Vice Provost

Lee Easton, MRFA President

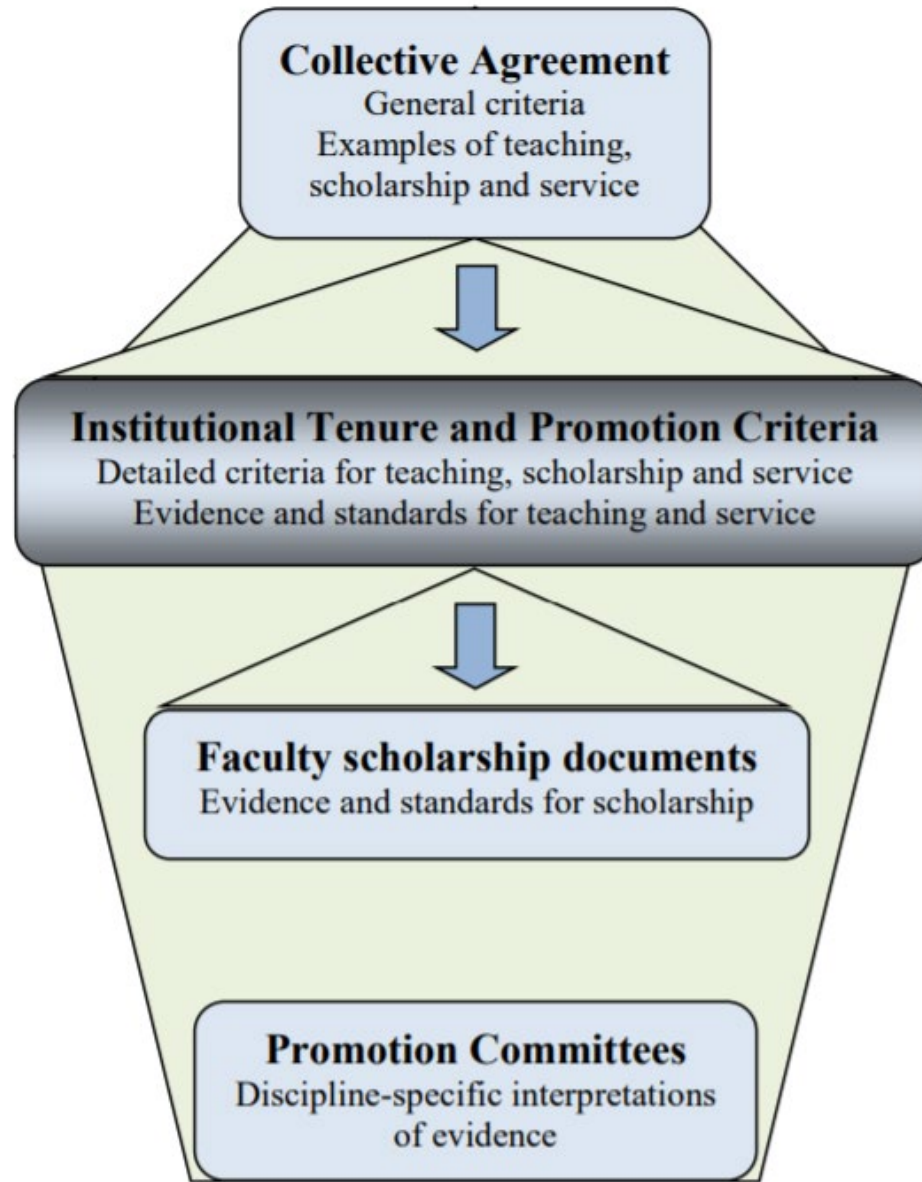
TENURE AND PROMOTION HANDBOOK



All forms and the handbook can be found at www.mymru.ca



Look under the Faculty Tab—then look in the top right-hand corner. Promotion section on Page 73.





Promotion to the rank of Professor is defined by the Collective Agreement as “a formal recognition of **sustained excellence** as an Employee in an instructionally-focused undergraduate university.”



Not a long-term service award



Candidates must be well-rounded and have accomplishments in teaching, scholarship (where applicable), and service—strength in one does not lower expectations in another category

FULL PROFESSOR? PROMOTION?

TWO WAYS TO APPLY

An application for promotion can be based on either of the following two categories:

- a) excellence and leadership in teaching and substantial contribution in service; or
- b) excellence in scholarship, continued proficient and scholarly teaching, and substantial contribution in service.

An applicant may choose either category, regardless of work pattern.

EXCELLENCE AND LEADERSHIP IN TEACHING CATEGORY CRITERIA

The applicant must be an exemplary teacher who demonstrates leadership in teaching. The criteria are those for proficient and scholarly teaching in the Institutional Tenure and Promotion Criteria, **and** the following criteria, which are used to assess excellence and leadership in teaching:

- i. demonstrates a sustained and significant impact on teaching beyond the individual's classes;
- ii. influences professional dialogue about teaching beyond the academic unit;
- iii. provides leadership for major educational initiatives in or beyond the university;
- iv. champions the ongoing enhancement of undergraduate education; and
- v. contributions to teaching and learning are recognized by peers at the national or international level.

EXCELLENCE IN SCHOLARSHIP AND PROFICIENT AND SCHOLARLY TEACHING CRITERIA

The assessment of excellence in scholarship is based all the criteria for “significant results from scholarship” as outlined in the Institutional Tenure and Promotion Criteria, and the following criteria:

- i. the candidate’s scholarship is recognized by peers at the national or international level;
- ii. the candidate’s scholarship has had a demonstrable impact on the work of other scholars, professionals, or within appropriate academic or professional communities;
- An applicant for promotion in this category must also continue to meet the criteria for proficient and scholarly teaching that are required for the granting of tenure.

National or
international
recognition is required
in both categories

SUBSTANTIAL CONTRIBUTION IN SERVICE

The determination of substantial contribution in service is based on all the criteria for “participation” outlined in the Institutional Tenure and Promotion Criteria, plus the following: **The candidate demonstrates leadership in at least one, or significant contributions in at least two, of the following:**

- i. service to the academic unit and faculty
- ii. service to the university
- iii. service to academic fields of study
- iv. service to the broader community, in a faculty member-related or discipline-related capacity.

ROLE OF YOUR COLLEAGUES

1. Your Chair and Dean fill out a form that comments on whether you have carried out your duties in a responsible and professional manner
2. The tenured colleagues in your department have an opportunity to comment using Form 212—all tenured members will have access to your dossier
3. The Faculty Promotion Committee is tasked with reviewing your dossier to see if standards are met or not met. The Promotion Committee is composed of: the Dean of the Faculty or School; and one tenured faculty member, plus one tenured alternate, from each department in the Faculty or School, elected by the tenured members of the department.
4. The University Tenure and Promotion Committee

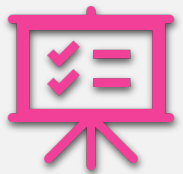




Due January 31



Indicates your intent
to apply for
promotion



You must include the names of
four potential EXTERNAL
referees. Your Chair will name
two more and the Dean will
choose three of these.

FORM 201

CHOOSING EXTERNAL REFEREES



- Must NOT be in a conflict of interest situation
- Collective Agreement defines conflict of interest
- Ideally, pick people who can evaluate your work, but that you do not have a personal connection to
- You have to provide a rationale for choosing them and when they complete their evaluation they have to explain their connection to you
- Choosing referees is similar to compiling the promotion portfolio – an applicant will want to develop the strongest possible case for promotion, and the reputation of the referees might be a factor. Who they are, what they will likely say, and whether they will respond in a timely fashion are all important. Referees who are full professors would generally add credibility to an application based on excellence in scholarship. If an applicant's nominees are weak, then perhaps only one of them will be among the three chosen by the chair of the Promotion Committee.

CONFLICT OF INTEREST

- All nominated referees must not be in a potential conflict of interest situation. A conflict of interest may be deemed to exist or perceived as such when an external referee: is a relative or close friend, or has a close personal relationship with the applicant; is in a position to gain or lose financially/materially from the promotion of the applicant; has had long-standing academic or personal differences with the applicant; is currently affiliated with the applicant's institution, organizations or companies – including research institutes; is closely professionally associated with the applicant, as a result of having in the last five years: frequent and regular interactions with the applicant in the course of their duties at their organization; collaborated, co-authored, or shared funding with the applicant, or have plans to do so in the immediate future; has been a supervisor or a trainee of the applicant; feels for any reason unable to provide an impartial review of the applicant.

EXTRA REFEREES

- It is very common for the dean to need to ask for the names of additional reviewers

GETTING STARTED

- Dossiers are moving to Google Drive
- You will be given a blank template
- Can add or subtract as you wish
- Due second Friday in June—NO EXCEPTIONS
- Dossiers will vary a great deal from person to person

EVIDENCE?

- Unlike for tenure, YOU will be creating many of the items in your dossier
- Concentrate on the criteria and what evidence you can provide to show you have met the criteria
- This may entail gathering letters from people, pulling SPoT data, etc.—THIS TAKES TIME!
- Importance of overviews, summary documents, etc.

PART 2 FORTHCOMING ON THE DOSSIER

Questions?