

Tenure at MRU

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The Mount Royal Tenure and Promotion System

- ▶ The Collective Agreement (esp. Articles 9–11 & Appendix A)
 - Core principles, structure, processes and timelines
 - Negotiated between the MRFA and the Board of Governors
- ▶ Institutional Criteria
 - Criteria for service and teaching are the same for all Faculties
 - Scholarship criteria varies by Faculty

Information/Resources

- ▶ A Tenure and Promotion portal is available on MyMRU under the “Faculty” tab
- ▶ Includes links to:
 - Approved *T&P Criteria*
 - Also: [Tenure and Promotion Handbook](#) (in MyMRU, Faculty Tab)
 - Formerly called the “Tenure and Promotion Guidelines” – this Handbook was approved by GFC and is in effect as of July 1, 2017
 - Specifies forms, dossier format, etc.
 - Provides guidance for all participants in process
 - Describes how to handle a variety of scenarios that can arise
 - Far more information than the CA
 - Currently being update
 - Forms
 - TIMELINES document!!!

Key Players in the Tenure Process

- ▶ The candidate
 - Annually, compiles evidence via a cumulative dossier
 - At the end, applies for tenure
- ▶ The department (academic unit) TC (Tenure Committee)
 - Conducts annual and mid-term evaluations
 - Produces a summative recommendation, at the end
- ▶ The Dean
 - Conducts a mid-term evaluation
 - Produces a summative recommendation, at the end
- ▶ The UTPC (University Tenure and Promotion Committee)
 - Produces the final recommendation, at the end

General Criteria for Tenure

- ▶ Tenure recommendations and decisions shall be made on the basis of meeting the established standards during the probationary period and any years credited towards the probationary period and of clear promise of continuing intellectual and professional development as demonstrated by the following general criteria:
 - i. evidence of proficient and scholarly teaching;
 - ii. evidence of significant results from scholarship, where applicable, congruent with the teaching loads and resources available for scholarship at an undergraduate university;
 - iii. evidence contributions in service

- ▶ Each includes the extent to which the duties have been carried out in a responsible and professional manner

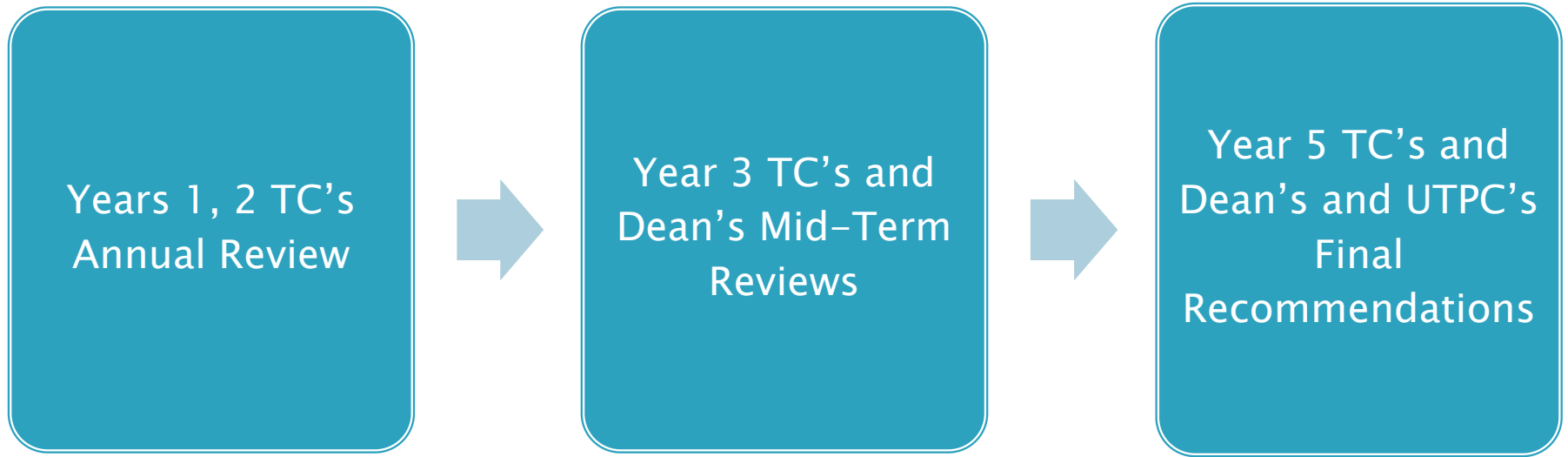
- ▶ **Exceeding the standards in one category shall not lower the performance expectations in the other categories**

- ▶ Committee recommendations on candidate performance for tenure and promotion are based on):
 - Meets the standard; or
 - Does not meet the standard
- ▶ Applies to each of the areas of teaching, service and, where applicable, scholarship
- ▶ Conclusions cannot be based on comparison to other current or previous candidates

Tenure Timeline Notes

- ▶ Note: annual reports (July 1 – June 30) for all full-time and limited-term faculty are due the first Tuesday in September
- ▶ Annual report is different from the annual tenure review—annual report is included in the dossier
- ▶ Annual and mid-term tenure evaluations by the tenure committee take place in September–October
 - Annual evaluations concern overall progress
 - Mid-term evaluation is a comprehensive review
 - The final application process begins on 15 January of the final probationary year
 - Application and other procedural details are omitted from this presentation – see Articles 10

Overview of the Five-Year Tenure Process



Note: this process can be as short as 3 years (if previous years credited) and as long as 6 (now 7 years due to COVID extension) if extra years are taken or recommended by UTPC

Note: there is a Year 4 section in the dossier which must be completed but no annual evaluation by the TC in Year 4

Variations to Five-Year Tenure Process

1. Years credited on the probationary period

- ▶ FORMERLY...by 15 November of the first year, an eligible candidate could apply for up to two years of credit on the probationary period. Still in effect but now see the bullet point below as well.
 - Application to TC, who produces a recommendation
 - Dean then produces a recommendation
 - Decision by UTPC
- ▶ In the NEW CA, the hiring committee can also recommend that a new hire be given years credited toward tenure at the time of hire with no need to apply as was formerly the case. It no longer needs to have been tenure track experience. See Article 4.3.9.
- ▶ Eliminates years 1 or years 1 & 2 of the normal process

2. One-year extension

- Elected by candidate ...
 - After receipt of the mid-term evaluation
 - No later than 15 January
- ... or granted by UTPC
- One time only

3. Leaves and other circumstances may also extend the process– see Handbook

Summary of Tenure Recommendations and Decision in Final Year

PRESIDENT

Makes final decision

Subject to appeal and arbitration
Denial means loss of employment

UTPC

University
Tenure & Promotion Committee
Recommends to President

DEAN

Recommends to UTPC

TC

Academic Unit
Tenure Committee
Recommends to Dean/UTPC

**FACULTY
MEMBER**

Applies

Dossiers

- ▶ The dossier template is created for the candidate and they populate it with their documents
- ▶ The template and content for the tenure dossier is more defined than for the promotion dossier
- ▶ **Candidates for tenure may not add missing items once their dossier has been submitted—do it ahead of time!!**
- ▶ We will be moving all dossiers this month to a new system called D2L

D2L

- ▶ By January 31, 2023, dossiers will be moved from Blackboard to D2L
- ▶ The exception is those in Year 5 of the tenure process who will stay in Blackboard
- ▶ People hired in July of 2022 will get a D2L template—all you need to do is upload the items. There will be a section for each year.

<https://learn.mru.ca/d2l/login>

Dossier Best Practices

- ▶ Keep hard copies of all of your items—computers fail us!
- ▶ Make a backup copy of your D2L tenure site
- ▶ Make sure all forms are signed, dates, etc. before they are uploaded
- ▶ Upload documents as they are completed throughout the year
- ▶ Pay attention to the years when you have documents to compose such as your scholarship plan, teaching and scholarship reflections, etc.

Peer and Chair Evaluations

- ▶ List of qualified peer evaluators in MyMRU
- ▶ Make sure you are getting the correct peer evaluation completed (internal/external/Chair) as it varies by year
- ▶ Some years the Chair has an additional evaluation to complete

A peer teaching evaluation consists of three parts (Tenure and Promotion Handbook, p. 47):

- a pre-observation meeting,
- a classroom observation, and
- a post-observation meeting.

Student Evaluations

- ▶ Get all your classes evaluated by your students—best to have choice
- ▶ You can provide a written response within ten days of receiving them (CA, 28.4.3)
 - You can do this through Evaluation Form 300: Faculty Member's Response to SEI (Tenure and Promotion Handbook, p. 45)
- ▶ You can request that discriminatory remarks be removed
 - (CA 28.4.4).

Teaching and Scholarship Reflections

- ▶ Don't simply list what you achieved
- ▶ Your TC, Dean and UPTC will want to see how you have evolved as a teacher and scholar and why that is the case

Service

- ▶ Pay attention to the service criteria document
- ▶ You should have a service plan similar to your scholarship plan (this doesn't get uploaded but helps you create a plan)
- ▶ What to do if you don't get elected?
- ▶ What counts?

Years Credited and the Dossier

- ▶ Add the letter that states you have years credited to the Profile section
- ▶ Upload the materials that you provided to the hiring committee or the UPTC to get the years credited—these years will look different than the provided template so you will have to adjust/add/delete as necessary for these years
- ▶ Years credited can't be taken away

The July 1, 2020-June 30, 2024 Collective Agreement created a new process by which the hiring committee could recommend that new hires be granted up to two years of credit towards the probationary period on the basis of previous employment at Mount Royal University or another Universities Canada accredited, or equivalent, institution. Please see Article 4.3.9 for more information.

Those new hires who were granted one or two years of credit towards the probationary period at the time of their hire (as indicated on their appointment letter which is part of the dossier) will not need to complete the usual MRU forms, evaluations, etc. in their tenure dossier for those year(s). Instead, they will be expected to upload the application materials by which the hiring committee made their decision to grant credit. This will vary from candidate to candidate and will likely include materials such as teaching evaluations, etc. Any additional materials a candidate also wishes to upload for those years are also permissible. The Tenure Committee thus will have to understand that the Year One and, where applicable, Year Two, sections of the tenure dossiers for those individuals who were granted years credited toward tenure may look quite different from those who complete all five years of the process at MRU. In addition, tenure committees do not have the authority to revoke years credited at the time of hire.

EXISTING PROCESS FOR CREDIT REMAINS IN PLACE

There is also a second possible process for having years credited that still exists, which was the process in place prior to this iteration of the Collective Agreement. This involves applying to the department TC and the UPTC to have years granted and is described in Article 10.3.7. Once the credit is granted by the UTPC, candidates who use this process to have years credited should upload the materials to their tenure dossier that they submitted to their TC to have years credited, as well as the letter from the UTPC Chair which indicates that the application for years credited has been approved.

EVALUATIONS

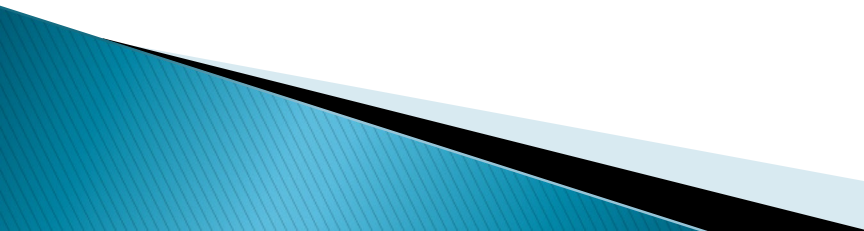
The CA explains that *"When one year of credit has been granted towards the probationary period per Article 4.3.9 or Article 10.3.7.3 there shall be an annual tenure evaluation covering the first year and a mid-term tenure evaluation covering the second year of the remaining probationary period of four (4) years."* In other words, next Fall of 2023 an annual review will take place that covers July 1 to June 30 of 2022/Year 2. Thus, this year, candidates with one year of credit should follow the requirements of Year Two of the tenure process. See the Tenure and Promotion Handbook for details about what documents and evaluations are required for Year Two.

The CA explains that *"When two years of credit have been granted towards the probationary period per Article 4.3.9 or Article 10.3.7.3 there shall be a mid-term tenure evaluation as per Article 10.5 covering the first year of the remaining probationary period of three (3) years."* In other words, next Fall of 2023 a mid-term review will take place that covers the two years credited plus the July 1 to June 30 of 2022 period. Thus, this year, candidates with two years of credit should follow the requirements of Year Three of the tenure process. See the Tenure and Promotion Handbook for details about what documents and evaluations are required for Year Three.

Tenure candidates, please ensure that you are completing the proper forms and evaluations as they vary from year to year in the tenure process.

EXPECTATIONS/CRITERIA

The criteria and expectations for tenure as listed in the Collective Agreement remain the same for those with years credited toward tenure. If candidates with years credited think they may not meet final expectations for tenure, after they receive their mid-term (Year Three) evaluation, they can opt to have an additional year added to their tenure timelines. See page 63 of the Tenure and Promotion Handbook for more information.



Extra Materials

- ▶ Do not add extra materials unless absolutely necessary to “make your case” that you have met the criteria
- ▶ There is typically no need to get additional letters, etc. for tenure
 - Exceptions might be something like a letter from an editor to demonstrate a book has been accepted for publication
 - Another example would be if you did external service that requires context about how much time it took, etc.
 - Don't include notes, cards, and letters from students

Principles of Due Process and Natural Justice*

Candidates have rights of due process:

Reasonable
Notice

See Evidence

Challenge
Evidence

Support Person

Fair Tribunal

Receive
Detailed
Reasons

*CAUT Freedom and Tenure Committee Discussion Paper: What is Fair?;
Duhaime.org Legal Dictionary; MRFA White Paper on Tenure

Principles of Due Process and Natural Justice*

Thorough, balanced, unbiased, non-discriminatory, deliberate evaluation

Decision on precisely relevant information

Decision only on information presented

Decision relating evidence to criteria

Decision unrelated to personality

Appeal on substantive and/or procedural grounds

*CAUT Freedom and Tenure Committee Discussion Paper: What is Fair?; Duhaime.org Legal Dictionary; MRFA White Paper on Tenure

Principles of Due Process and Natural Justice

Related Principles: Committee Processes

- ▶ Committee members' signatures indicate that the report reflects the range of views, not unanimous agreement. Any dissenting opinions shall be attached
- ▶ A candidate's signature on an evaluation or recommendation reflects that it has been received and reviewed, and that the candidate has been provided with the right to respond in writing to the chair of the committee, not that the candidate agrees with everything in the report.

Issues?

- ▶ What should a tenure track member of a committee do if he/she believes that their rights are being violated, and/or the that the procedures in place have been compromised?
- ▶ Who should I speak with if I have questions?
 - – Committee Chair
 - – Your Dean
 - – MRFA

Questions and Discussion