



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Tenure at MRU

Pat Kostouros
Child Studies and Social Work

November 14, 2024

The MRU 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 [Institutional Tenure and Promotion Criteria](#)
 - Also: [Tenure, Permanency, and Promotion Handbook](#) (in MyMRU, Faculty Tab)
 - 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
 - [Tenure Forms](#)
 - [Promotion Forms](#)
 - [Deadlines for Tenure, Permanency and Promotion](#)
 - [Tenure Dossier Checklist](#)

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

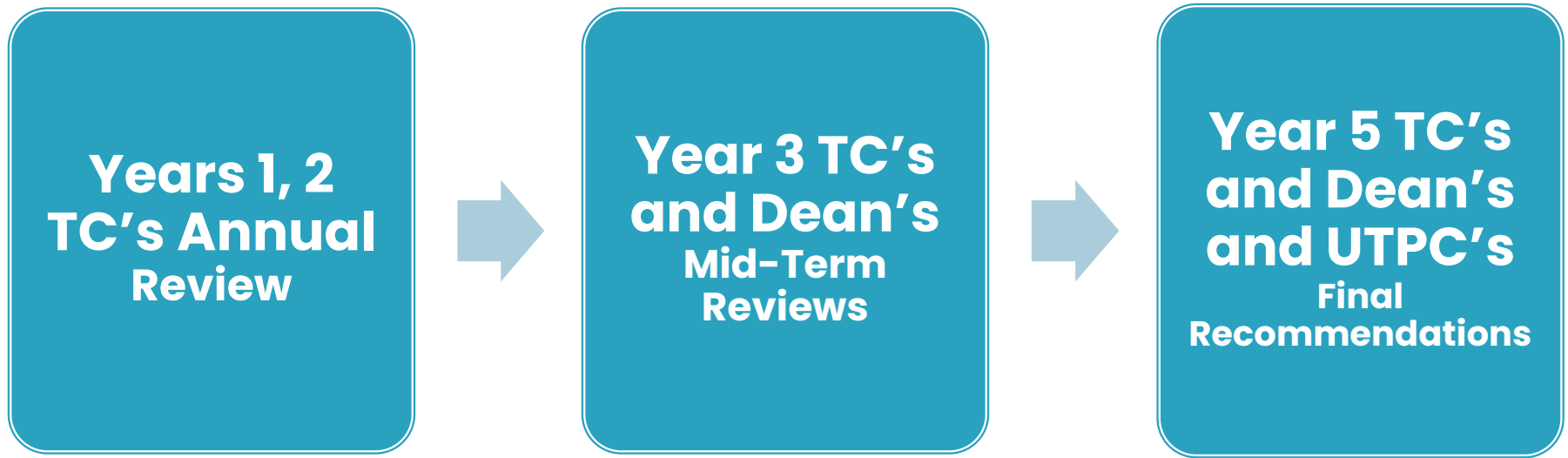
Tenure Committee Recommendations

- Recommendations based 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



Notes:

- this process can be as short as 3 years (if previous years credited) and as long as 6 years if extra years are taken or recommended by UTPC
- 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

- The hiring committee can recommend that a new hire be given years credited toward tenure at the time of hire – See Article 4.3.9.
- By 15 November of the first year, an eligible candidate could apply for up to two years of credit on the probationary period.
 - Application to TC, who produces a recommendation
 - Dean then produces a recommendation
 - Decision by UTPC
- 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

Source: Collective
Agreement

Dossiers

- The dossier template is created for the candidate in D2L 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!!

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

D2L Tech Support

For glitches or back-end issues, people should contact ITS through annualreports@mtroyal.ca.

For user questions on the system itself (**strictly technical**), to folks can also reach out to annualreports@mtroyal.ca or also reach out by phone, email, or in-person to the sandbox@mtroyal.ca

Dossier Best Practices (Be Detailed)

- 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, dated, 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 Faculty Tab
- 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. 57):

- 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. 55)
- You can request that discriminatory remarks be removed
 - (CA 28.4.4).

Teaching and Scholarship Reflections

- Don't simply list what you achieved
- Best Practice (pp. 62 – 64)
- 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 (Institutional document Appendix C)
- You should have a service plan similar to your scholarship plan (this doesn't get uploaded)
- 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

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