



Promotion Application Information Session

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Presented by Jennifer Pettit and Lee Easton

Where to find Tenure and Promotion Forms and Information

In Mymru, once you log in, click the Faculty header. You will find this box in the top right corner. The Form for Promotion is available to be viewed. For more information on Promotion, you can find it in the Tenure and Promotion Handbook (Promotion section begins on page 73).

Peer and Evaluation Forms and Guidelines

To assist you with the Tenure and Promotion processes, please access the **current** version of all Tenure and Promotion documents using the following links:

- [Tenure and Promotion Handbook](#)
- [Collective Agreement](#)
- [Institutional and Faculty Criteria, Evidence and Standards](#)
- [Tenure Forms](#)
- [Promotion Forms](#)
- [Timelines](#)
- [RPT Dossier for Promotion to Full Professor](#)
- [RPT Dossier for Tenure](#)

Peer and Chair Evaluation of Fixed Term, Contract and Lab Instructors

- [Fixed Term Evaluation Forms and Guidelines](#)
- [Contract Evaluation Forms and Guidelines](#)
- [Lab Instructor Evaluation Forms and Guidelines](#)
- [Senior Lecturer Evaluation Forms and Guidelines](#)
- [Faculty Who Have Completed Peer Evaluation Training](#)

Background and Context

The general criteria in Article 11.2.2 in the Collective Agreement states that evidence of proficient and scholarly teaching where duties have been carried out in a responsible and professional manner, congruent with the teaching loads and resources available for scholarship at an undergraduate university, and finally evidence of significant contributions in [service](#).

General Information about Promotion

Candidates need to be well rounded, have accomplishments in teaching and scholarship, where applicable, and service. Accomplishments in one does not lessen the criteria for the other areas. Even if you are applying for professor on the basis of your research you still need to be a good teacher to meet the criteria.

Promotion Recognizes sustained excellence over a period of time. It is not only for long service.

- *We differ from other Universities in that there are not time limits on when you can apply for promotion.*
- *There is no expectation to ever apply for full professor. The criteria are not easy to meet and there are many reasons that people may decide to stay in the Associate Professor Role.*
- *Attend the promotion dossier session offered.*

How to Apply

You can decide how you want to apply for promotion. You can apply on the basis of [teaching](#) or [scholarship](#): this is not predetermined based on your work pattern. This is one of the choices you will need to make when you make your initial application; that is, what path you plan to pursue the application under Teaching or Scholarship.

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.

When applying – tie your application back to the criteria. *Ensure that your dossier clearly delineates how you meet the criteria as there will be a lot of eyes on your dossier.* Those on your promotion committee may not be in your discipline. Be very clear in explaining all the relevant details to those who would need the information

When applying for teaching

It depends on your impact outside of your own classroom.

What does this look like: taking part in creation of Gen Ed – involved in curriculum project used provincially

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.

v. those who apply on the teaching stream can struggle here.

People publishing in the School of Teaching and Learning can get this one but without this, other ideas are recognition through awards – from ACIFA/ CAFA, awards through your professional association etc. You need to share leadership excellence in teaching, talk about how you have evolved in teaching etc. Show scholarly teaching

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.

- i. *People show this differently in terms of how many journals you appear in, in some disciplines you may do citation counts, it needs to be peer reviewed publications, it does not need to be just books and articles. It can be consultant reports, teaching guides etc. these all need to be recognized at the national or international level*
- ii. *How do you show this – if you have written a textbook can your publisher say how many have adopted it, how many times has an article been downloaded etc.*
- iii. *Proficient and scholarly teaching – you need to maintain the level of requirements for tenure to be an associate professor – you still need to contribute to your program, develop courses, and get good teaching evaluations.*

National or international recognition

National or international recognition is needed in both categories and people can stumble in this regard when applying on the basis of teaching.

- You need to ensure you explain everything you do to PC, external reviewers, and UTPC. You need to outline the work involved.
- Get letters from people where you are involved.
- If you have created programs that have been adopted elsewhere this is scholarship at MRY that is national in that it has been adopted elsewhere.
- This is why putting together the promotion dossier can take a while to put together. You need time to contemplate and reach out to those best positioned to attest to your impact.
- Avoid getting letters from anyone you are in a position of authority over.
- You get those from who are above you, people who supervised you, or people who you reported to.
- You want statements on impact and contribution.

- Always focus on evidence – what evidence you have to show that you are proficient and scholarly and meet all the criteria.

Service

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.

The tenure and promotion handbook outline the levels of service needed, you need to demonstrate more than just participation. You need to be a leader in service (or have substantial contribution on two)

- Those who tend to apply tend to have leadership in more than one of these areas.
- When putting your dossier, this means you need to be very clear in what the role meant internally as your external reviewers will not know what this service means.
- We have national and international reviewers who will have no idea what or how our internal committees operate. You need to explain what it is.
 - **What gets sent to the reviewers?**
 - Notice that individual is applying for promotion, here is our criteria, this is what MRU is are you willing to service in this capacity.
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- Evidence here is supported by letters from people who can speak authoritatively about what your contributions were. When you reach out to folks be sure you are clear with them in terms of what they can do to support your application.
- You have the internal audience your faculty promotion committee, you have UTPC, and you have the external reviewers. In the case of GFC, for example, you need to spell out what it is and what it is also known as (i.e. senate).
- At the beginning of your dossier have an overall summary document of what your application covers.
- This could be 5 pages and then you can have another summary at the beginning of each section which is a couple of pages.

- You can map out which committees you served on and in what capacity and what level you served on
- ***This dossier is a lot of work to put together – “Show me you deserve promotion” and you need to do this work to tell this story***


Role of your colleagues

You can decide in the process that you would like to step back from the application if you decide your portfolio is not quite ready. This happens every year. People are busy and it is difficult to get everything together. It is not a big deal if you withdraw and UTPC will never know.

- Your chair and dean will be asked to fill out a form on Mymru and as well as a form that the external reviewers fill out.
- The Chair and dean will be asked if you have carried out all your responsibilities in a responsible and professional manner.
- [Process](#).
- [Deadline to notify of intent to apply](#).
- [The external review](#)

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



Promotion Committee

The promotion committee is responsible for determining if the person has met the criteria. One rep from each department but not necessarily one from within your discipline. This is where your external referees really matter because their comments will be on your discipline specific research or teaching.

Overall are you prepared to recommend? Considerations:

- When you look at all you have done over the years and you meet the criteria for both – ***can you apply for both?***

- It is easier to make the case on research because it is easier in terms of the external reviewers.
- ***When applying under scholarship you still need to demonstrate your scholarly teaching.***
- If you are in this position, you need to assess where your real strength is. Choosing one over the other is just a matter of making your best case – if you are excelling in both then this is a fortuitous circumstance. It may be a good idea to talk with your Chair or Dean to get their sense of what they think you should proceed with.
- ***It is usually a good determining factor to pick the one that you can apply under that you are better able to prove a national or international reputation.***
- It is very different than applying for tenure. ***The tenure process is fair and clear but this process is much more open in how you pull together the material and make your case.***
- You can apply on teaching and have a section on your research and indicate how that research has influenced your teaching
- The dossiers end up looking very different, especially the teaching dossiers can look quite different.
- It may be easier to explain and have evidence for scholarship
- You are applying on the big picture, when you apply you need to map your activities to the criteria
- If you put an activity under teaching it cannot also be counted under scholarship – it is one or the other when you are putting your dossier together
- Also, the review looks at your whole career – not only what you have done at MRU – books you published prior to MRU count and prior professional work may have given you a national / international reputation

Applying



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

Who should you pick as an external reviewer?

Refer to the [CA](#) for what constitutes a conflict of interest.

- ***They should not be in a conflict of interest position***
- You do not have to know the person and it may be better if you do not know the person
- Pick people who can evaluate your work who you do not have a direct connection to.
- You may have attended a conference with them or served on a board with them but do not pick someone you have published with etc.
- ***You need to explain why you selected the person to be a reviewer and you need to explain your connection to them. It is better to be transparent.***
- Choosing referees is like compiling your promotion dossier
- The higher rank a person the higher weight that the person will have
- Ensure you pick an academic, as non-academics usually say no
- Picking emeritus individuals is good as they usually have time and are more likely to say yes
- Select full professors. Do not select contract instructors
- ***Be careful on who you pick as they hold a lot of weight in the process***
- It depends on your field if you would pick someone from a college or polytechnic (this may be good for professional fields)
- Do not pick people who you know may shirk the work or not do it in the timelines
- Ensure you get a discipline expert for your external reviewer – spend time and do research to find the best people
- ***If applying on the basis of teaching it is better to pick someone from another teaching focused institution (i.e. Grant Macewan or Thompson rivers)***
- Consider what journals they are published in if you are applying under scholarship
- Make sure you get people in your discipline
- If you get someone who is a leader in your industry you need to provide a rationale for this, but there is still the chance that they will not understand the context of academia to make a comment – be cautious on this because the person may not know what to write in their response and may not be sufficient. A lot of weight is put on these external referees by the promotion committee and the UTPC
- It is common for the Dean to come back and ask for the names of additional reviewers – they are often busy and not willing to do it over the summer – these are due back on August 15. Do not take this refusal personally – it is common for this to happen.

Dossier location

- Dossiers for tenure will stay in D2I which is structured and this fits there.
- The promotion dossiers will be moved to google drive as this is a more versatile system and you can add a variety of folders and document types and you can add whatever you wish.
- The dossiers look very different
- Dossiers are due the second Friday of June and there are no exceptions

Process

- Am I ready to apply
- Which stream will I apply on
- Who are my externals

- And why
- Then
- What evidence do I need for the letters?
- Write to institutional analysis to get a summary of your student evals over time
- Who should I write to for letters of support – give people a lot of lead time to get those letters to you

Evidence

Concentrate on the summary documents at the beginning of each section – these are very helpful especially for externals. The letters and other documents are there for support of your summary document. You are crafting the narrative of your career, showing how it meets the criteria, and getting the documentation and letters of support to show that.

There is no right way here – it is your story – your career and the way you do this will be specific to you.

Discussions

The externals are evaluating independently – the reviewers will not know each other and you will not know who reviewed you. Read the appendix at the end of the Ca as this helps you decide to apply under research or teaching – we have a broad definition of what constitutes research at MRU. Regarding the letters – you want letters to provide proof of activity or impact not letters relating to the quality.

Q. The forms are minimal in the drive?

A. *You will get a template in google drive where you will move your documents into and your colleagues and external reviewers will be in and out – it is easy to provide access. Once you fill out form 201 they will create a promotion application drive*

Q. Has it ever created challenges where you pick a top researcher that judges?

A. *The dean needs to provide context of teaching load of 6 sources per year. You can ask you dean to ensure they are sending this context – what it means to be at an undergraduate teaching university. The external reviewer who does not understand the context may decline for this reason. Spend time thinking about who will be your external reviewer: who are they, where have they published, look at their CV to get a sense.*

Q. Will this take time?

A. *Spend this semester gathering your letters and other documentation. This is your research phase to gather your materials – you need to then create the narrative in May/June.*

Q. What is the typical number of letters?

- A. Some have a lot and some have none – *it is a question of evidence and how you prove impact and how you prove the national reputation factor.*