



Promotion Dossier Session

Hosted by the MRFA PD Committee on Monday April 17, 2023

Presented by Jennifer Pettit and Lee Easton

Panelists: Janet Miller, Evelyn Field, Trevor day, Joe Anderson

Slides from this presentation are available [here](#) and detailed notes are below.

General Information about Promotion

- At MRU, promotion is different from tenure. The process is governed by [Article 11 in the Collective Agreement](#). Your promotion dossier is your story and how you want to tell it. Promotion Dossiers are due by the second Friday of June (June 9, 2023). Many don't realize that they can apply for Promotion the day after you receive tenure, but others want to make sure that their dossiers are perfect. If you are intending to apply for promotion, write a letter to the Chair of PC and UTPC by January 31. Promotion Dossiers are due by the second Friday of June (June 9, 2023). Once submitted, you will get internal and external reviewers assigned to view your portfolio and advise on it.
- Your promotion dossier is your story and how you want to tell it. You must choose to apply through one path which you cannot change later, you can apply on the basis of:
 1. Excellence and Leadership in Teaching
 - a. Impact beyond your own classes
 - b. National or International Recognition
 - c. Substantial Contribution in Service
 2. Excellence in Scholarship and Proficient Scholarly Teaching
 - a. National or International Recognition
 3. Whichever path you choose you must have **Substantial Contribution in Service**, not just serving on a committee, but showing leadership.
 - a. Contribution as leadership in one, or significant contribution in two of the following:
 - i. Service in Academic Unit or Faculty,
 - ii. Service at an Institutional Level
 - iii. Service to Academic fields of studies

Dossiers

- Your dossiers will now be uploaded to Google Drive, which is easier to use instead of Blackboard which was a hassle for evaluators. Once you have sent in your letter with your intentions for applying for promotion, the Dean's Administrative Assistant will create a blank template for you. With this link you can add and subtract pages to compile your dossier.
- When providing evidence, you can choose to cite it once in *Teaching* or *Service*.
- **Do not duplicate evidence.**
 - Upload Pictures
 - Videos

- Publications
 - *Note - adding the status of your Annual Reports is up to your discretion.
 - Keep the 4 folder structure that is provided in the template, the format is a guideline.
- In the Profile folder, provide:
1. Application for Promotion
 2. Current CV – **Provide the most current, updated, and accurate CV, with no spelling or grammatical errors.**
 3. Summary of Evidence – Your reviewers will appreciate this. **This is your Career, draw attention to your short coming, provide examples of growth.**
 4. Provide a reflective assessment.
- When providing evidence of impact and reputation, don't take it for granted. When in doubt use charts with impact. Provide journals, get letters of support from publications or conferences.

People don't know you unless you tell them or show them.

- *Note – Many clones of your Master Dossier will be made and provided to each reviewer. These external reviewers do not know each other, and you will not know who they are. The DEADLINE for you to submit your dossier is June 9, 2023, no later than 4 pm.
- Finalize it a couple days earlier,
 - Confirm each link works,
 - Make sure your file is not corrupted,
 - Send it to peers for review, prior to submission.
- Providing a summary or narrative in each folder, outlining your big teaching moments, the research, the service, the evidence on how it all fits together.
- *Your dossier is like an appendix.*
- Make your case,
 - Show why you deserve this promotion,
 - This is not the time to be humble,
 - Do not downplay your achievements,
 - Be honest, don't lie or exaggerate. You will be called out.
 - Avoid using acronyms, use plain language as non-experts or others not in your discipline will be reading this.
- MRU Context – provide a short 2–3-page context on MRU. Your reviewers will be from outside of the MRU community. You want them to understand everything you are providing. They hold a lot of weight in your Promotion.

Be clear, concise, and descriptive of your story.

- Provide an overview, a roadmap or summary i.e., table listing service by level in the criteria document or research items and student evaluations. Don't be afraid to make it your own, include whatever tells your story.
- Show Power relationships by providing letters of support from current students, graduated students.

Panelist – Trevor Day - The goal of this session is to be helpful to give context and perspective.

- This is a communication exercise, applying for promotion is not competitive. There is a threshold of criteria that you need to make your case.
- Calibrate yourself to your colleagues, your pay grid, against your discipline.
- Overall – do it once, make sure it is uncontroversial. There is nothing wrong with waiting another year to apply for promotion, it does not make a big impact on your pay issues.
- MRU is *uniquely unique*. Teaching and service is heavy.
- Keep in mind that distinct audiences will be reviewing your dossier.
- Provide a cover letter that gives context on criteria both internally and externally regarding your discipline.
- Follow the template, it is easy to follow. Provide evidence of teaching, scholar, service, and provide an executive summary.
- Situate your application where you're from, where you're going. Contextualize.
- Provide your track record with performance. Quantitative evidence to highlight your experience.
- Make it easy and less dense for reviewers, humans are busy.
- Discipline – Think about how to make your case, what does it mean, what impact does it have.

Panelist – Janet Arnold - Counsellor

- Promotion Dossier submitted as a binder.
- Communication is your first impression.
- Summary at the beginning, followed by different positions, leaves.
- Summarize discipline. Link your CV to criteria and demonstrate evidence.
- Provide evaluations: Teaching evaluations, counselling experiences, student evaluations, Chair evaluations.
- Provide a visual in detail of the past 5 years and throughout your career.
- Discussing trends in departmental averages to help tell your story.
 - Provide Letters of Support speaking on national or international evidence.
 - Research Grant rating, does it fit under teaching and does it speak to your profession.
 - Talk about failure, show your growth from that failure.

- Ask other colleagues who have been there to review it and provide feedback.

Panelist – Evelyn Field – Talk to others who have been there.

- Your dossier is a communication exercise.
- You want it to look polished and professional.
- Sit down with colleagues, ask to see their dossiers, ask to use theirs as examples.
- Use other dossiers as a guideline to complete yours.
- *DO NOT RUSH, YOU CAN WAIT ANOTHER YEAR*
- First impressions really matter, it is helpful to step away, and come back with fresh eyes.
- Provide summaries at the front of each category.
- When comprising your story, don't be redundant, and overstating. Make your point provide pictures, tables, and collages.
- Make sure your hotlinks work, no one will follow up with you telling you these don't work.
- Be kind to reviewers, say thank you at the beginning and the end.
- Provide pdf versions in case your reviewers don't have access to the internet when reviewing.
- Step out of yourself and put yourself in the mindset of others.
- Also note – Everyone in your department can see everything, own your story and believe in yourself. *It is your golf game.*

Panelist – Joe Anderson – Your Journey, part of your story.

- The dossier is about you meeting the criteria.
- Don't focus so much on leaves and absences, but more on how you align with the criteria.
- Time is intense. If you need more time, don't rush it.
- Service is always an afterthought. You need significant service and leadership, show where you made an impact.
- Scholarship – Demonstrating impact is fun, show publications, don't sell yourself short.
- Feel good about your work and what is important to you.
- How you define impact is carryable and you have the flexibility to show it.
- Review other colleagues, get inspired by their dossiers, take your time.
- You can withdraw it, it's not the end of the world.
- Be prepared.
- Promotion Committees can say yes or no, the UTPC says yes or no, then you can appeal.
- If you read Article 11, when appealing a decision, the MRFA and the University both appoint representatives to review the decision.
- You can always call the President of the Association who is well versed to look at the appeal.
- The Association has made it a priority this year to work with MRU, with a shared interest in achieving promotion and permanence.
- When you have criteria, be specific on what you have that makes you meet that criterion.

Questions.

What if the evidence is big, can I use it more than once?

If your evidence is big and spans over many years, provide evidence in the category(ies) it belongs to with a *hotlink*. Just don't use it as your only evidence. Provide a summary.

Are achievements outside of school relevant i.e., Medals from the military, visionary journals were all ignored.

Tell as much as you can in your dossier summary, some reviewers may discount some things while other reviewers read every page and evidence. Talk about it, discuss it, talk about how you evolved from it.

What about Gap Years i.e., Maternity, leave of absences?

Don't draw too much attention to it but include it in summaries.

How much Publication should I add to it?

There is no right or wrong amount of publication, it is your call. The struggle is meeting the criteria, going through all of it. There is no limit, just organize it well and a clear narrative.