



# PROMOTION DOSSIERS

Jennifer Pettit, Lee Easton, Janet Miller, Joe Anderson, Jill Parnell, Kenna Olsen, David Hyttenrauch

MOUNT ROYAL  
UNIVERSITY



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

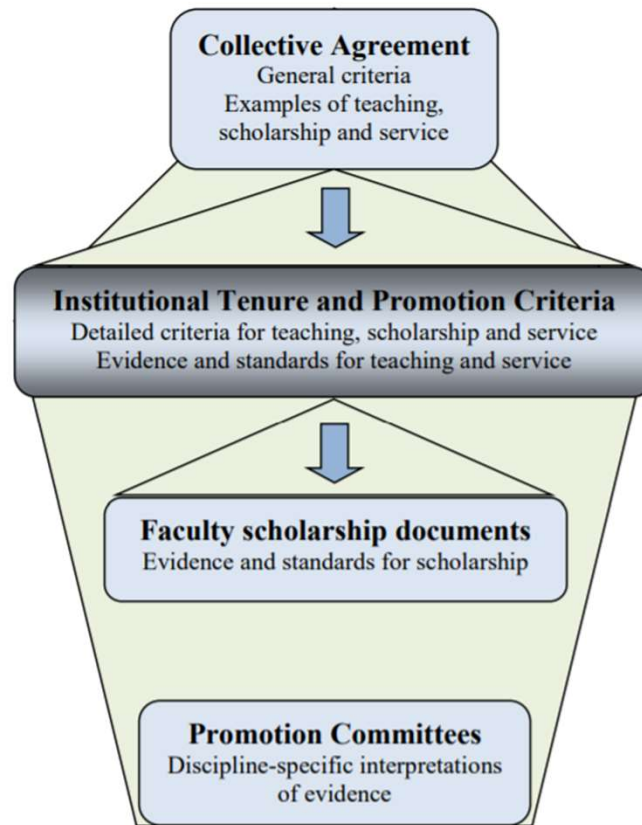
## FULL PROFESSOR? PROMOTION?

# TENURE AND PROMOTION HANDBOOK

All forms and the handbook  
can be found at  
[www.mymru.ca](http://www.mymru.ca)

**HANDBOOK HAS BEEN  
REVISED**

Look under the Faculty Tab—  
then look in the top right-hand  
corner.





## 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. National or international recognition is required in both categories.

# 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:

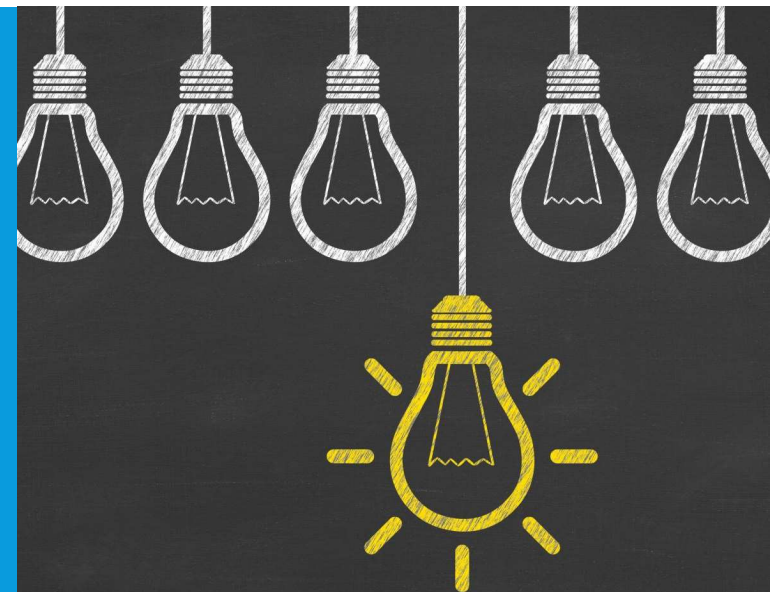
- i. demonstrates a sustained and significant **impact on teaching beyond the individual's classes**;
- ii. influences professional dialogue about teaching beyond the academic unit;
- iii. provides leadership for major educational initiatives in or beyond the university;
- iv. champions the ongoing enhancement 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.



# 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.





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## THE DOSSIER

- Dossiers are online using the *Google Drive* platform
- You will be given a blank template
- Can add or subtract as you wish (some items must be included)
- Sections have been created for teaching, service and research
- Compiling a dossier takes time!!



# DOSSIER SECTIONS

The screenshot shows a Google Drive interface. The address bar displays the URL: <https://drive.google.com/drive/folders/1-OhMD6AHkdyIPkJTf-RvFZU6FCvtum22>. The left sidebar contains navigation options: Drive, + New, Priority, My Drive, Shared drives, Shared with me, Recent, Starred, Trash, and Storage (48.74 GB of 4 TB used). The main content area shows a folder named 'Promotion Dossier temp...' containing a table of dossier sections.

Name	Owner	Last modified	File size
1. Profile	Andrew Reil	Feb 8, 2023	—
2. Proficient and Scholarly Teaching	Andrew Reil	Feb 8, 2023	—
3. Substantial Contribution in Service	Andrew Reil	Feb 8, 2023	—
4a. Excellence in Scholarship and Proficient and Scholarly Teaching	Andrew Reil	Feb 8, 2023	—
4b. Excellence and Leadership in Teaching	Andrew Reil	Feb 8, 2023	—
0. Format for Construction of the On-line Dossier for Promotion to the Ra...	Andrew Reil	Feb 8, 2023	8 KB

## FORMAT—WHAT SHOULD I INCLUDE??

- In the template that has been created for you in Google Drive you will also find a document entitled “Format for Construction of the Online Dossier for Promotion to the Rank of Professor”
- **READ THIS CAREFULLY AND USE IT AS A GUIDE FOR WHAT TO PUT IN THE FOLDERS OF YOUR DOSSIER IN DRIVE**
- **Folders are blank—you decide what to add/delete**
- **You can add folders inside the folder, etc. but keep the main 4-folder structure!!!**

# VERY, VERY IMPORTANT!!!

- Use ONLY PDF documents
- Do NOT include Google docs, etc.
- Do NOT include links outside of the dossier
- Do NOT label documents with dashes, slashes, apostrophes, non-Latin characters, etc. Labels MUST be alpha-numeric only
- Do NOT create long file names as they can't be archived properly

# PROFILE SECTION

- Application for Promotion to Professor (Form 211)
- Current CV
- Summary of Evidence
- Promotion Committee Final Recommendation (Form 214)



# PROFICIENT AND SCHOLARLY TEACHING

- For BOTH those applying on basis of scholarship AND those applying on the basis of teaching
  - Statement of Teaching Philosophy
  - Reflective Assessment of Teaching
  - Sample course outlines
  - Sample student assessments
  - Other instructional materials, including courses revised or developed
  - Summary of and reflection on Student Evaluations of Instruction [over entire career]
  - Student Evaluations of Instruction and any associated Faculty Member's Response to SEI forms [last five years]
  - Acknowledgments and awards
  - Any additional evidence of teaching

## SUBSTANTIAL CONTRIBUTION IN SERVICE

- Leadership
- Significant Contributions
- Significant Contributions
- Any additional evidence of service

## EXCELLENCE IN SCHOLARSHIP (FOR THOSE APPLYING BASED ON SCHOLARSHIP)

- Scholarship Plan
- Reflective Assessment of Scholarship
- List of publications
- List of presentations
- Acknowledgments and awards
- Evidence of national or international impact
- Any additional evidence of scholarship
- Any record of disciplinary action within the past four years



## EXCELLENCE AND LEADERSHIP IN TEACHING (FOR THOSE APPLYING ON THE BASIS OF TEACHING)

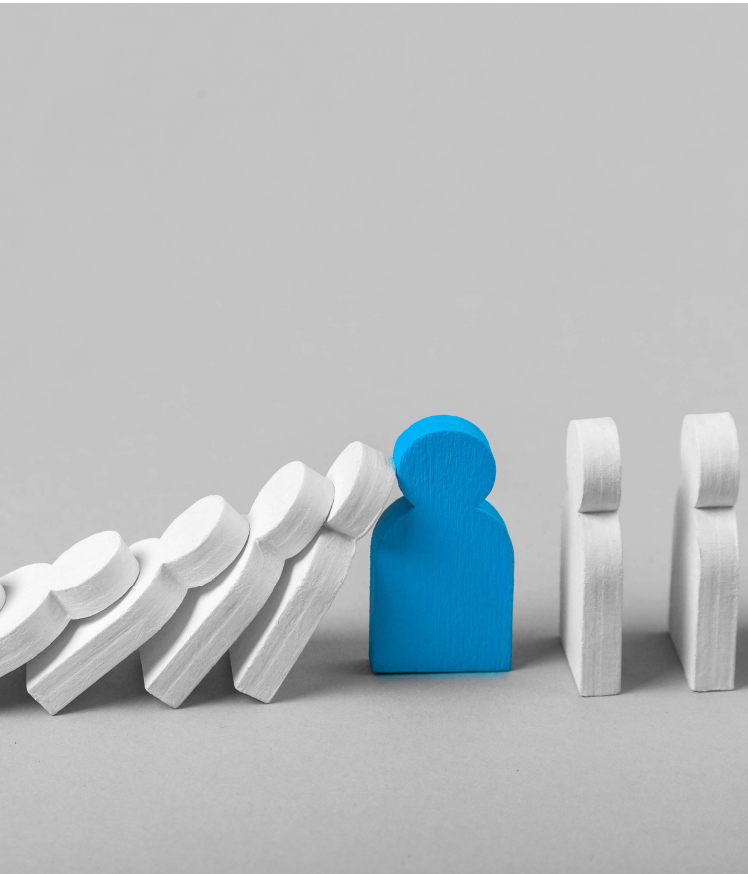
- List of publications related to teaching
- List of presentations and workshops related to teaching
- Acknowledgments and awards
- Evidence of national or international impact
- Any additional evidence of teaching leadership
- Any record of disciplinary action within the past four years

# IMPACT AND REPUTATION

- One of the most difficult things to demonstrate and also one of the most important
- Statistics
- Letters of support
- Ranking of journals, readership numbers, etc.
- For leadership in teaching, need to show impact and reputation beyond your own teaching
- External reviewers, in particular, will be assessing this



# REVIEWER AND DEPARTMENT COPIES



To ensure confidentiality..

- Clones will be made of your dossier for the tenured members of the department to view
- Clone of your dossier will be made for each reviewer
- Clone will be made for the promotion committee to review

# DEADLINE



- Due **second Friday in June**—NO EXCEPTIONS (June 14, 2024)
- Aim for no later than 4pm that day
- Leave time for technical issues—finish at least a day prior

# THE IMPORTANCE OF SUMMARIES



- Best to include an overall summary that describes how you meet the high-level criteria for teaching, research (where applicable), and service. No more than 10 or so pages. **People will read this first.**
- It is also helpful to include a short summary at the beginning of each section in the dossier

# MAKING THE CASE

- The documents on their own (such as teaching evaluations or publications) will not tell the whole story
- YOU HAVE TO MAKE YOUR CASE
- Not the time to be humble
- Be honest—don't exaggerate
- Ensure entries on your CV are correct and follow the proper format for your discipline. The contents of the dossier should match what is listed on your CV.
- Should cover your WHOLE career, not just MRU
- Remember, non-experts will also read your dossier



# MRU CONTEXT

- Remember, external reviewers may not be all that familiar with MRU or our promotion system, so it is a great idea to include a short (1-2 page) document at the beginning of the dossier that explains expectations, workload, etc. at MRU
- Avoid using acronyms as they will mean nothing to your external reviewers
- Provide information about what was involved in serving on a committee—your role, time commitment, etc. Be as descriptive as possible.



# CARE AND ATTENTION



- Be sure to proofread—get help if necessary
- Going to be read by all tenured members of your department, the Faculty Promotion Committee, the University Tenure and Promotion Committee, and external reviewers
- Should be as close to perfect as you can get
- Write a short hello/intro that thanks your readers



# TABLES, SUPPORTING DOCUMENTATION, ETC.



- Find ways to summarize and provide an overview. For instance, include a table with a listing of your service by level in the criteria document.
- Do the same with research and items like student evaluations—include an overview or table and then include the documents at the end of each section, similar to an appendix. Not every reader is going to read every publication, for instance.

## MAKING IT YOUR OWN



- Don't be afraid to make your dossier your own
- Include whatever you like such as photographs, etc. Keep it professional (no jokes, etc.)
- Letters of support—from whom?

## ADDITIONAL REVIEWERS

- Don't be surprised if your dean is unable to find 3 reviewers out of the 6 names provided by you and your Chair—deadlines are horrible
- 2<sup>nd</sup> round—think of reviewers who are more local, from institutions similar to MRU, in your field more generally



# REMAINDER OF PRESENTATION

- The remainder of the presentation consisted of individual faculty members showing their dossiers and providing tips for applying. Feel free to reach out to these individuals:
- Janet Miller
- Jill Parnell
- Joe Anderson
- Kenna Olsen
- David Hyttenrauch