

Faculty of Environment

Guidelines for Tenure and Promotion Applicants

INTRODUCTION

The preparation of the tenure and/or promotion brief is the primary responsibility of the candidate, who should ensure that the document is complete in all respects before it is submitted to the department/school Tenure and Promotion Committees. The candidate is required to follow the published Schedule for Tenure and Promotion Procedures developed according to UW Policy 77 and to refer to the Tenure and Promotion Package Outline at: <https://uwaterloo.ca/environment/faculty-staff/policies-procedures-terms-reference/tenure-and-promotion-package-outline>. The applicant and Chair of the unit or Faculty Tenure and Promotion Committees may consult throughout the process on the structure and completeness of the files and the nature of the procedures.

RESPONSIBILITIES

1. The candidate compiles and provides:

- Intent form
- Minimum of five external referee names and relevant biographical information
- UP-TO-DATE Curriculum vitae
- Separate package containing copies of publications or portfolio (5-8 samples recommended)
- Candidate's statement (no more than 3 pages)
- Additional optional information as desired by candidate (for example, additional teaching documents)

2. The Chair of Department Promotion & Tenure Committees:

- Faculty Performance Review summary forms for the past 5 years
- Provides general advice and guidance to applicant regarding policies, procedures, components and format of file
- Forms Department Tenure and Promotion Committee according to UW Policy 77
- Consults with candidate regarding peer evaluation process
- Develops meeting schedule and chairs unit Tenure and Promotion Committees
- Interprets Tenure and Promotion policies and is responsible for ensuring proper procedure
- Chair will follow Policy 77 regarding any early requests for tenure
- Recommends a list of 10 or more external referees to Dean (half recommended by the candidate; half by the DTPC)
- Writes a **DTPC Chair statement**, which **will include**:
 1. An evaluation of the candidate under the general categories of research, teaching, collegiality and service (Policy 77, Section VI).

Summary Table for on-campus courses taught **subsequent to** introduction of the Online Evaluation Process

Year	Term	Course	Students (Enrolment)	Response Rate	Course Score	Instructor Score	Amount Learned
	F/W/S	#	#	(%)	#	#	#

Summary Table for **Online courses**

Year	Term	Course	Students (Enrolment)	Response Rate	Course (C) Instructor (I) Effectiveness (E)	UNSAT		SAT		EXCEL	
						U	S	S	E	E	E
	F/W/S	#	#	(%)	(%)	0	1	2	3	4	5

- Holds candidate's publication/portfolio for review by unit Tenure and Promotion Committees

ORGANIZING THE C.V.

A. *Personal Data*

1. Name
2. Rank/Position
3. Department/School
4. Degrees (dates awarded, university)
5. Awards and Honours
6. Relevant professional employment history

B. *Research and Scholarship*

1. Areas of interest
2. Publication list should include full authorship as cited in the publication and precise page numbers. In cases of co-authorship candidates should indicate in parentheses following the citation, the percentage and nature of the work they conducted. Indicate any graduate student co-authors with an asterisk. (Where such information is not provided it often leads to vigorous questioning by external referees and committee members.) The curriculum vitae should show:
 - a. articles in refereed journals (published or accepted)
 - b. articles in refereed conference proceedings
 - c. chapters in books (indicate whether refereed)
 - d. books (indicate whether refereed)
 - e. other publications (non-refereed published conference papers, reviews, completed reports, software designed etc.)
 - f. manuscripts **submitted** for publication **but not yet accepted - these should be listed separately from published or accepted works.**
3. Innovative design: list any executed buildings, exhibitions, films, design work, plans, computer programs or patents. Be sure to distinguish whether work has been completed, is under contract, or in progress. Recognition can include:
 - a. Positive discussion of a design in a journal, review, or related publication
 - b. Awards or prizes for design
 - c. Publication of design and related scholarly work in journals with an adjudication system
 - d. Invitation to exhibit work or to enter into architectural or professional competitions
 - e. Commentary by invited critics on the overall work of a candidate
4. Addresses at conferences (year, conference). Indicate whether these are by invitation, refereed, pre-screened, etc.

5. Record of research applications (listing both funded and unfunded), including project title, amount, and agency.
6. Copies of publications authored by the candidate; may include materials written by others about the candidate's work. (These should go in a separate file box or portfolio.)

C. Service

1. Committees
 - a. University
 - b. Faculty
 - c. Department/School
2. Other University service (administrative appointments, liaison activities, etc.)
3. Community service (indicate only those relevant to professional expertise)

D. Professional Activities

1. Positions held or service to professional societies
2. Refereeing
 - a. journals
 - b. promotion/tenure decisions
 - c. grant applications
 - d. architectural juries
 - e. visiting critic panels
3. Editorial duties (period, journal)
4. Consulting

ORGANIZING THE CANDIDATE'S STATEMENT

Candidate's Statement

The candidate should provide a short (**1-3 pages**) statement outlining his/her major strengths, contributions and accomplishments in the three areas of teaching, research and service. What has been the candidate's principal intellectual contribution? **It is important that the candidate include evidence of impact and effectiveness.** What is the candidate's career trajectory and overall research plan? This is especially important if the candidate switched research topics in mid-career. This section of the statement also provides an opportunity to identify any gaps in the record. Evidence of research impact may include references to citation indices, references to the candidate's work by leading researchers in the field, publications in leading journals, sole authorship, invitations to speak at major conferences, etc. Evidence of innovative design may include positive discussion of work in a journal review or related publication, awards, invitation to exhibit work, commentary by invited critics, invitation to serve on national juries, etc. The candidate may also provide evidence of significant contributions in the areas of curriculum development, administrative activities, and service to the public and academic communities.

TEACHING/ADVISING ACTIVITIES

Each item should be submitted on a separate page.

- Record of courses taught over the past five years (including distance education courses), beginning with the most recent year and term. Additional or miscellaneous teaching such as modules or professional courses may be included in the chart. Use the following format:

RECORD OF COURSES TAUGHT

Year/Term	Course No.	Title	Enrolment
2019 W			
2018 F	ENV S 200	Field Ecology	70
	PLAN 100	Planning	65
2018 S	ENV S 201	Environmental Law	92
	PLAN 780	Methods & Practices of Planning	16
2018 W	non-teaching	–	-

- Peer Evaluation:

See the ENV Peer Evaluation Guidelines (*endorsed by ENV Faculty Council on January 26, 2015*) at: <https://uwaterloo.ca/environment/faculty-staff/policies-procedures-terms-reference/peer-evaluation-purposes-tenure-and-promotion>.

3. Student Advising:

- a. List graduate students who are internal or external to UW; list PhD and MA students separately; list advising activities separately (advisor, committee member, external examiner). All the above information should begin with the most recent year, using the following categories:

**Degree Program
Name
Completion Date
Role**

- b. List Senior Honours Essay students who are internal or external to ENV; begin with the most recent year using following format:

Name	Department	Completion Date
Bill Brown	ERS	In Progress
Mary Brown	Geography	1994
Jim Black	ERS	1993

4. Optional Additions:

Candidates may include regular course materials, information on distance or continuing education, or other types of teaching duties.