APRIL 2019

APPLYING FOR FULL PROFESSOR
AGENDA

Overview
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INTRODUCTION

FAUW AND AF&T

▸ Faculty Association: represents all regular faculty
  ▸ uwaterloo.ca/fauw

▸ Academic Freedom & Tenure Committee (AF&T)
  ▸ assists with any employment related issues
  ▸ provides confidential advice and support
  ▸ ensures fair treatment in accordance with policy
  ▸ contacts:
    ▸ Chair, Lori Curtis, ljcurtis@uwaterloo.ca, x33162
    ▸ Katie Damphouse, mcdampho@uwaterloo.ca, x32352
OVERVIEW

STANDARDS

- Policy 77: Tenure and Promotion of Faculty Members
- Demonstrate impact
- High achievement in scholarship and teaching
- Exceptional cases: outstanding teaching record, with long-standing, satisfactory scholarship
OVERVIEW

TENURE & PROMOTION PROCESS

- DTPC = Department Tenure and Promotion Committee
- FTPC = Faculty Tenure and Promotion Committee
- UTPC = University Tenure and Promotion Committee
THE TIMELINE
TIMELINE

KEY DATES

The tenure timeline (approximately)

- DTPC & FTPC created
- Notice of intent to apply due
- Candidate brief due
- Referees chosen
- DTPC meets
- FTPC meets
- UTPC meets
- President's decision
- Tribunal (if needed)

- May 1
- June 1
- July 1
- July-Aug
- Oct-Dec
- Jan-Feb
- February
- Mid-March
- April-June
WHEN TO APPLY?

Minimum of five years post-tenure
  ▸ otherwise “unusual”

Meet the standards
  ▸ familiarize yourself with departmental and faculty norms, especially recent promotion cases

Support
  ▸ does your chair support your case
  ▸ ask colleagues for informal advice, review of your CV

Timing
  ▸ stars are all aligned, you’re at the peak of your game
  ▸ committees know they are not throwing you out onto the street, so they can be tough
THE PROCESS
DEPARTMENT T&P COMMITTEE

- Chaired by the department chair
- Four to six tenured voting faculty members elected by department
- Voting should be done by secret ballot

Results:
  - candidate informed in writing, including basis for decision
  - if negative, candidate may withdraw application
PROCESS

FACULTY T&P COMMITTEE

- Chaired by the dean
- Includes:
  - at least five tenured faculty members, elected by faculty
  - voting member external to Faculty appointed by Provost
  - non-voting advisor from UTPAC
- Discusses cases from all departments
- Results:
  - candidate informed in writing, including basis for decision
  - if negative, candidate may withdraw application
  - if both DTPC & FTPC give negative decisions, file is closed
If DTPC or FTPC believes there are enough concerns that there may be a negative outcome, the candidate must be given a chance to address those concerns.

If reservations are expressed:
- no decision is made
- candidate is notified (contact AF&T asap)
- candidate is given complete, redacted copy of promotion file, including written explanation of nature of reservations
- candidate can provide written response and meet with committee
PROCESS

UNIVERSITY T&P COMMITTEE

- Chaired by the Vice President Academic & Provost
- Includes:
  - Faculty deans
  - Associate Provost, Graduate Studies
  - Vice-President, University Research
  - Two non-voting student members (grad, undergrad)
- Candidate is *not* notified of decision
  - no opportunity to respond
- President is informed of recommendation
- President’s decision is communicated to candidate
  - if positive: congratulations!
  - if negative: contact AF&T, appeal, or wait and reapply after two years
EXPECTATIONS: SCHOLARSHIP

- Depends on disciplinary norms
- Include:
  - publications in peer-reviewed journals
    - originality, quality and impact
    - quality of venue
  - books: well reviewed, by reputable publishers
  - peer-reviewed, high quality conference proceedings
  - grants (especially Tri-Agency grants)
- To estimate the bar, look at comparative information:
  - recently promoted (last 3–4 years) in your department
  - other institutions
  - talk to your chair
  - talk to other faculty
EXPECTATIONS: TEACHING

- Undergraduate teaching
  - considerable weight on student evaluations
  - supplement with peer teaching evaluations

- Graduate supervision
  - number of grad students
  - progress of grad students: published, graduated, placed
  - in some departments, grad supervision may be evaluated under research

- To estimate the bar, look at department averages for your courses

- If you’ve had difficulties with undergrad teaching, show evidence of conscientious effort to improve
  - CTE, teaching courses & workshops, colleagues, chair
EXPECTATIONS: SERVICE

▸ Includes department, faculty, university, profession, and community

▸ Collegiality matters
  ▸ be aware of the pitfall of doing too much service
  ▸ heavy service never overcomes deficiencies in research or teaching
CANDIDATE BRIEF

- Department chair (or sometimes candidate):
  - annual performance reviews
  - teaching evaluations and comparative information

- Candidate (per Policy 77):
  1. curriculum vitae
  2. copies of relevant scholarly work
  3. candidate's statement
  4. any other relevant information the candidate feels may be useful
1. CURRICULUM VITAE

- **Scholarship**
  - contributions to multi-authored papers
  - quality of publication venues
  - citations

- **Teaching**
  - student supervision (undergrad, grad)
    - in progress, plus where former students are now
  - CTE programs and workshops attended
  - student perception scores (compare with dept average for each course)
  - peer or other type reviews (up to you to offer information other than student perception scores)

- **Can be updated during the process**
  - any time you get good news, bring it to the attention of the relevant committee and it will become part of the brief
2. SCHOLARLY WORK

- **How many?**
  - be guided by departmental and faculty norms
  - usually 3 – 5 papers
  - scholarship is broadly defined in Policy 77

- **What to include?**
  - best work
    - ideally in peer reviewed, high quality venues
  - evidence of establishing an independent research program
    - papers with students
    - sole-authored papers
    - multi-authored papers but you are corresponding author or can rightfully claim and document a major contribution
3. CANDIDATE’S STATEMENT (1/2)

- Read by specialists and non-specialists
- Follow departmental and faculty norms
  - usually 2–4 pages
  - some faculties have templates
- Scholarship
  - convey why your research is interesting and important
  - impact on practice, impact on subsequent research
  - document delays in productivity
3. CANDIDATE’S STATEMENT (2/2)

- **Teaching**
  - convey your enthusiasm for teaching: undergrad and grad
  - evidence that you are good at teaching; evidence of impact on students

- **Service**
  - internal and external to department
  - consideration is given to community work related to scholarship
4. OTHER INFORMATION

If not already in your C.V., consider:

▶ Scholarship
  ▶ contributions to multi-authored papers
  ▶ quality of publication venues
  ▶ citations

▶ Teaching
  ▶ course evaluation summary and comparison numbers
  ▶ teaching dossier
  ▶ peer teaching evaluations
    ▶ your chair may arrange these; if not, ask to have one
TIPS

REFEREES (1/2)

- Critically important
- Pool of candidates
  - candidate provides names of at least 3 external referees
    - more is better: 5 – 6 names
  - DTPC normally suggests additional reviewer names
  - pool of potential referees is shown to candidate
  - ideally 5 letters in the end
- Criteria
  - arms-length
    - yes: research colleague, attend same conferences but not collaborators
    - no: co-author, former supervisor
  - credible, nationally and internationally recognized scholars
  - generally: high rank, experienced, diligent
REFEREES (2/2)

- **Contacting referees**
  - dean contacts referees (no one else should approach referees)
    - asks them to assess candidate’s work and compare it with others recently promoted at their institutions or those comparable to UW

- **Challenges**
  - bias or apprehension of bias
    - perceived conflict of interest
    - perceived unsuitability
RESOURCES

▸ Chair, colleagues, mentors
▸ Centre for Teaching Excellence (CTE)
▸ Employee and Family Assistance Program (EFAP)
  ▸ confidential, short-term, counselling services
  ▸ 1.800.663.1142 / www.homeweb.ca

▸ AF&T Committee
  ▸ provide confidential advice and support
  ▸ accompany you to meetings with DTPC, FTPC
  ▸ help interpret the policies that affect you
    ▸ Policy 76 – Faculty Appointments
    ▸ Policy 77 – Tenure and Promotion of Faculty Members
    ▸ Memorandum of Agreement (section 3.5 on performance reviews)
    ▸ Annual performance review guidelines (faculty or department)

▸ FAUW website & blog
  ▸ uwaterloo.ca/fauw/guide
QUESTIONS?
THANKS FOR COMING!

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