AGENDA

Overview
Timeline
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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

▸ Show your potential
  ▸ evidence of where you are going
  ▸ satisfactory progress towards tenure
  ▸ likelihood that scholarly work continues once tenured

▸ Highlight your passion
OVERVIEW

THE DECISION PROCESS

▸ DTPC = Department Tenure and Promotion Committee
▸ FTPC = Faculty Tenure and Promotion Committee
THE PROBATIONARY TIMELINE
TIMELINE

APPROXIMATE TIMELINE

- **May 1**
  - DTPC constituted chaired by department chair

- **May-June**
  - chair gives written notice of consideration for reappointment
    - at least 13 months before end of 1st probationary term
  - meet with chair to discuss process and material to be submitted

- **July-August or October-December**
  - DTPC meeting periods; consider your case and votes
  - dean informed of recommendation
PROBATIONARY PERIOD

- **first probationary term**
  - at least two years and ten months, but less than three years and ten months
  - normally, start of first probationary term is your start date
  - if hired ABD, first probationary term should not begin until after you have completed your degree

  - the formal reappointment process takes place *before* the end of the first probationary term.

- **second probationary term**
  - three years
EXTENSIONS

- Pregnancy, adoption, parental leave
  - extended time by one year on request to the dean

- Serious illness or crisis
  - impact ability to fulfil duties for a marked period of time
  - contact AF&T, and/or Occupational Health (ext. 36264)

- Delays in lab access, equipment
  - talk to your chair, dean, and/or AF&T
TIMELINE

ACCOMMODATIONS

- Long or short-term disability, illness
  - impact on performance and annual performance review

- First step: contact AF&T and/or Occupational Health
  - Linda Brogden (ext. 36264)
  - medical/professional documentation required, not diagnosis
  - adjustments to work conditions and accommodations based on documentation provided

- Any information or discussion about accommodations should happen with your dean
THE REAPPOINTMENT PROCESS
DEPARTMENT TENURE & PROMOTION COMMITTEE

- Chaired by the department chair
- Four to six tenured voting faculty members elected by department
- If significant reservations expressed
  - contact AF&T
  - no decision made yet
- After they vote:
  - committee makes recommendation to the dean
DEAN’S DECISION

▷ If positive
  ▶ congratulations!
  ▶ reappointment letter from the dean forms part of your tenure package
    ▶ it contains advice on preparing for future tenure and a summary of any concerns or areas to focus on

▷ If negative (rare)
  ▶ immediately contact AF&T committee
  ▶ candidate may appeal to FTPC
PROCESS

REAPPOINTMENT LETTER

▸ Provides an assessment of your progress to tenure
  ▸ read carefully and get clarification if needed
  ▸ any suggestions for improvement should be acted upon

▸ Consider Annual Performance Review (APR) scores and comments

▸ Usually included in your tenure and promotion brief
EXPECTATIONS: SCHOLARSHIP

- Publications in peer reviewed journals
  - originality, quality and impact
  - quality of venue
- For some disciplines:
  - well reviewed books by reputable publishers
  - peer reviewed, high quality conference proceedings
  - grants (especially Tri-Agency grants)
- Look at comparative information:
  - recently tenured in comparable depts at other institutions
  - recently tenured (last 3-4 years) in your department
  - talk to your chair: am I on track?
EXPECTATIONS: TEACHING

▸ Undergraduate teaching
  ▸ considerable weight on student perception surveys
  ▸ supplement with peer teaching evaluations

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

▸ Look at department averages for your courses
  ▸ many new faculty have difficulties with undergrad teaching

▸ Show evidence of conscientious effort to improve
  ▸ seek help: CTE, courses & workshops, colleagues, chair
EXPECTATIONS: SERVICE

Service includes:

- **internal** e.g., committee membership at all levels, administrative appointments, student advising
- **external** e.g., reviewing, program committees, editorial boards, conference and workshop organization

Collegiality matters

- be aware of the pitfall of doing too much service
- heavy service never overcomes deficiencies in research or teaching
- most departments shield tenure-track faculty from major internal service
FORMAL ASSESSMENT

Annual performance review scale

2.00  Outstanding
1.75  Excellent
1.50  Very Good (typical department averages)
1.25  Good
1.00  Satisfactory (different than Policy 77 definition)
0.75  Needs Some Improvement
0.50  Needs Improvement
0.25  Needs Major Improvement
0.00  Unsatisfactory
FORMAL ASSESSMENT

▸ Interpreting the numbers
  ▸ example warning sign: 1.25, ..., 1.00, downward trend
  ▸ anything below 1.00 is a serious concern
    ▸ talk to your chair: what are the concerns?
    ▸ work out a plan to improve - show it to your chair

▸ Written comments
  ▸ if you receive warnings or encouragement to focus more on some aspect, pay heed
CANDIDATE REAPPOINTMENT BRIEF

- Candidate contributes:
  - curriculum vitae
  - candidate's statement

- Department chair (or sometimes candidate) adds:
  - annual performance reviews and other written assessments
  - teaching evaluations and comparative information
  - usually references are not sought or required
1. CURRICULUM VITAE

- Scholarship
  - contributions to multi-authored papers
  - quality of publication venues
  - citations
  - delays in lab space, equipment

- Teaching
  - student supervision (undergrad, grad)
    - in progress, plus where former students are now
  - CTE programs and workshops attended
  - course evaluation summary (compare against departmental average for each course)
TIPS

CANDIDATE’S STATEMENT

▸ Summary of contributions in scholarship, teaching, and service
▸ Follow departmental and faculty norms
  ▸ usually 2–3 pages

▸ Scholarship
  ▸ convey why your research is interesting and important
  ▸ impact on practice, impact on subsequent research
  ▸ address any productivity gaps, delays in research
  ▸ address continuing productivity, what’s in the pipeline, show trajectory
CANDIDATE’S STATEMENT 2

- **Teaching**
  - convey your enthusiasm for teaching
  - address any poor teaching evaluations, what you have done to correct it
    - never blame the students or claim, e.g., that it is because you have “high standards”

- **Service**
  - Demonstrate how you are a good colleague
  - Document how you contribute to your department, to the campus and possibly to the larger community
HOW TO ADJUST

▶ Identify sources of support
  ▶ make use of your pre-tenure sabbatical: a 6-month sabbatical at full pay, eligible after 3 years
  ▶ find other new or recently hired faculty
  ▶ individuals/groups that are willing to talk about pre-tenure concerns

▶ Find mentors
  ▶ senior faculty, fair-minded with credibility in their department, and who want you to succeed
  ▶ build a network that can advise on all aspects of the job: teaching, research, and service
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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Katie Damphouse, mcdampho@uwaterloo.ca, x32352