APPLYING FOR PROMOTION

MARCH 2021
AGENDA

▸ Introductions
▸ The promotion process
▸ Expectations & assessment
▸ Your promotion package
▸ Where to find support
▸ Questions
WHO WE ARE: FAUW AND AF&T

▸ Faculty Association: Represents all regular faculty

▸ Academic Freedom & Tenure Committee (AF&T)
  ▸ Provides confidential advice and support for any employment issue
  ▸ Ensures fair treatment in accordance with policy
  ▸ uwaterloo.ca/fauw/help

▸ Contacts
  ▸ Lori Curtis (Chair, faculty) - ljcurtis@uwaterloo.ca
  ▸ Katie Damphouse (staff) - mcdampho@uwaterloo.ca
WHO YOU ARE

- Emoji poll in the chat:
  - When are you planning on going up for promotion?
  - Respond to the relevant message with an emoji.
STANDARDS FOR PROMOTION

- Policy 77: Tenure and Promotion of Faculty Members
- High order of achievement in scholarship and teaching
- Demonstrate impact
- International and national peer-reviewed scholarship
- Exceptional cases: outstanding teaching record, with long-standing, satisfactory scholarship
THE PROMOTION PROCESS
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THE PROMOTION TIMELINE

- Approximate
- The same as tenure

Diagram timeline:
- DTPC & FTPC created:
  - May 1
- Notice of intent to apply due:
  - June 1
- Candidate brief due:
  - July 1
- Referees chosen:
  - July-Aug
- DTPC meets:
  - Oct-Dec
- FTPC meets:
  - Jan-Feb
- UTPC meets:
  - February
- President's decision:
  - mid-March
- Tribunal (if needed):
  - April-June
THE PROMOTION PROCESS

WHEN TO APPLY

- **Time since tenure: minimum 5 years**
  - Otherwise “unusual”
- **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 PROMOTION PROCESS

DEPARTMENT TENURE AND PROMOTION COMMITTEE (DTPC)

- Chaired by department chair/director
- Includes:
  - 4–6 tenured faculty members elected by department
- Outcomes:
  - Votes and makes recommendation to the dean
  - May opt to express significant reservations instead
  - Candidate is informed in writing, including basis for decision
  - You can withdraw your application if negative/reservations
THE PROMOTION PROCESS

FACULTY T&P COMMITTEE (FTPC)

- Chaired by the dean
- Includes:
  - At least 5 tenured faculty members, elected by the faculty
  - Voting member external to faculty, appointed by the provost
  - Non-voting advisor from University Tenure & Promotion Advisory Committee (UTPAC)
- Outcomes:
  - Votes and makes recommendation to the president
  - May opt to express significant reservations instead
  - Candidate is informed in writing, including basis for decision
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
- You are notified (contact AF&T asap)
- You are given a complete, redacted copy of your promotion file, including a written explanation of the nature of the reservations
- You can provide a written response and meet with committee
- You can withdraw your file and reapply in two years
THE PROMOTION PROCESS

UNIVERSITY TENURE AND PROMOTION COMMITTEE (UTPC)

- Advisory to the president on tenure files
- 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)
- Outcomes:
  - President is informed of recommendation
  - Candidate is not notified of recommendation (no opportunity to respond)
THE PROMOTION PROCESS

PRESIDENT’S DECISION

- The president considers the recommendation from FTPC and the advice of UTPC
- **Outcomes:**
  - Decision is communicated to you in writing
  - If positive: congratulations!
    - Forwarded for formal approval by the Board of Governors
  - If negative: contact AF&T, appeal, or wait and reapply after two years
YOUR PROMOTION CHECKLIST

MAP OUT YOUR TIMELINE

▸ Put in your calendar talk to your chair
▸ Plan your sabbatical(s)

▸ (See more items on the full checklist)
SCHOLARSHIP

▸ Publications in peer reviewed journals
  ▸ Originality, quality and impact
  ▸ Quality of venue
  ▸ International and national presence

▸ For some disciplines:
  ▸ Well reviewed books by reputable publishers
  ▸ Peer reviewed, high quality conference proceedings
  ▸ Grants (especially Tri-agency grants)

▸ Know the norms.
  ▸ Talk to/look at recently promoted faculty (last 3–4 years) in your department, comparable departments at other institutions

▸ Talk to your chair and colleagues: am I on track?
EXPECTATIONS & ASSESSMENT

TEACHING

▸ Undergraduate teaching
  ▸ Considerable weight on student perception surveys
    ▸ Ask your chair for department averages for your courses (for your own reference)
    ▸ Qualitative comments used sparingly
  ▸ Supplement with peer teaching evaluations

▸ Graduate supervision
  ▸ Number of grad students
    ▸ Their progress: published, graduated, placed
  ▸ Evaluated under research in some departments

▸ Evidence of conscientious effort to improve
  ▸ Centre for Teaching Excellence (CTE)'s courses & workshops
  ▸ Seeking mentorship from colleagues, chair
SERVICE

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

▸ Collegiality matters, but…
  ▸ Heavy service never overcomes deficiencies in research or teaching
EXTERNAL REFEREES ARE CRITICAL

- Pool of candidates
  - You provide at least 3 names (5-6 is best)
  - DTPC normally suggests additional names
  - You see (and can challenge) the pool of potential referees
  - You won’t see the final list
  - 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
  - Some departments allow referees from outside of universities (e.g. government, private sector)
REFEREES

▸ Challenges
  ▸ You can challenge based on bias or apprehension of bias
    ▸ Perceived conflict of interest
    ▸ Perceived unsuitability

▸ Contacting referees
  ▸ The dean contacts referees (no one else)
    ▸ Asks them to assess your work and compare it with others recently promoted at their institutions or those comparable to UW
YOUR PROMOTION CHECKLIST

CLARIFY EXPECTATIONS

▸ Put in your calendar to confirm with your chair and colleagues about the norms and requirements in your department

▸ Brainstorm potential referees (don’t contact them!)
YOUR PROMOTION PACKAGE
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THE PROMOTION BRIEF

- Department chair (or sometimes candidate):
  - Annual performance reviews
  - Student course perception surveys

- Candidate (per Policy 77):
  1. Curriculum vitae
  2. Copies of relevant scholarly work
  3. Candidate's statement
  4. Any other relevant information you feel may be useful

- Ask your chair about format and templates
1. CURRICULUM VITAE

- Scholarship
  - Contributions to multi-authored papers
  - Quality of publication venues
  - Citations

- Teaching
  - Student supervision (undergrad, grad)
    - Those in progress, plus where former students are now
  - CTE programs and workshops attended
  - Student course perception scores (compare with dept averages, for own reference)
  - Peer or other reviews (you’re responsible for info beyond SCP 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 tenure brief
YOUR PROMOTION PACKAGE

2. SCHOLARLY WORK

▶ What to include
  ▶ Scholarship as broadly defined in policy 77
  ▶ Your best work
    ▶ Ideally in peer reviewed, high quality venues
    ▶ Number based on dept/faculty norms (usually 3–5 papers)
  ▶ Evidence of establishing an independent research program
    ▶ Papers with students
    ▶ Sole-authored papers
    ▶ Multi-authored papers where you are corresponding author or can rightfully claim and document a major contribution
▶ Convey why your research is interesting and show impact
▶ Address any productivity gaps, delays in research
3. CANDIDATE’S STATEMENT

- Write for both specialists and non-specialists
- Research
  - Convey why your research is innovative and important
  - Demonstrate impact on practice and on subsequent research
  - Document delays in productivity
- Teaching
  - Convey your enthusiasm for teaching
  - Address any poor student course perception surveys, provide evidence of attempts to improve
- Service
  - Demonstrate how you are a good colleague
  - Document how you contribute to your department, to the campus, and possibly to the larger community
If not already in your C.V., consider:

- Scholarship
  - Contributions to multi-authored papers
  - Quality of publication venues
  - Citations

- Teaching
  - Course perceptions summary and comparison numbers, for own reference
  - Teaching dossier
  - Peer teaching evaluations
    - Your chair may arrange these; if not, ask to have one
  - Student success stories (publications, jobs)
YOUR PROMOTION CHECKLIST

START ASSEMBLING YOUR PACKAGE

▸ Create a file to collect documentation
▸ Ask your chair about required templates or formatting
▸ Ask recently promoted colleagues in your department and faculty if they’d be willing to share their package
FINDING SUPPORT
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SOURCES OF SUPPORT

Identify your sources of support

▸ Individuals/groups willing to talk about mid-career concerns

▸ Your chair, department colleagues

Find mentors

▸ Senior faculty, fair-minded with credibility in their department, and who want you to succeed

▸ Can advise on all aspects of the job: teaching, research, and service
FINDING SUPPORT

UNIVERSITY RESOURCES

▸ Centre for Teaching Excellence (CTE)

▸ UW Occupational Health
  ▸ Workplace medical accommodations, sick leave
  ▸ Karen Parkinson  kparkinson@uwaterloo.ca

▸ Employee and Family Assistance Program (EFAP)
  ▸ access to confidential, short-term, counselling services  1.800.663.1142  www.homeweb.ca
FINDING SUPPORT

FAUW RESOURCES

▸ AF&T Committee
  ▸ Provide confidential advice and support
  ▸ Accompany you to meetings with DTPC, FTPC, etc.
  ▸ Help interpret the policies that affect you

▸ FAUW website & blog
  ▸ Faculty Guide: uwaterloo.ca/fauw/guide
  ▸ Blog: fauw.blog
  ▸ Mid-career workshop resources
IDENTIFY YOUR SUPPORTS

▸ Find any guiding documents on promotion provided by your department or faculty.

▸ Identify two senior colleagues in your department who can help you understand the expectations and who could review your CV and candidate statement.
QUESTIONS?
THANKS FOR COMING!

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