APRIL 2019

APPLYING FOR TENURE
AGENDA

Overview
Timeline
Process
Tips
Resources
Questions
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
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

THE TENURE PROCESS

▸ DTPC = Department Tenure and Promotion Committee
▸ FTPC = Faculty Tenure and Promotion Committee
▸ UTPC = University Tenure and Promotion Committee
THE TENURE 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?

Two options:
- end of the second year of your second probationary period
- end of the third year of your second probationary period
- applying the first time is not early; applying the second time is not late.

Consider:
- pre-tenure sabbatical leave
- probationary reappointment letter: address any concerns
- annual Performance Reviews: scores and narratives
- discussion with your chair
- advice from trusted colleagues
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
  ▸ 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 TENURE PROCESS
DEPARTMENT TENURE & PROMOTION COMMITTEE

- Chaired by the department chair
- Four to six tenured voting faculty members elected by department

Results
  - Candidate informed in writing, including basis for decision
FACULTY TENURE & PROMOTION COMMITTEE

- Chaired by the dean
- Includes:
  - at least 5 tenured voting faculty members, elected by Faculty.
  - voting member external to Faculty appointed by Provost
  - non-voting advisor from UTPAC

- Results:
  - Candidate 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
- 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
**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

- 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 at comparable departments 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, grad supervision may be evaluated under research

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

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

- Includes professional, university, community service
  - most departments shield tenure-track faculty from major internal service

- 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
  - probationary reappointment letter
  - 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
TIPS: CANDIDATE BRIEF

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 tenure 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

- Summary of contributions in scholarship, teaching, and service
- Read by specialists and non-specialists
- Follow departmental and faculty norms
  - usually 2–4 pages
  - length varies by faculty/discipline; some faculties impose precise page limits
  - some faculties have templates; otherwise get a successful example as a template
- Have others read and comment on your statement
- Pristine, no errors or typos
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
## Example Requirements

<table>
<thead>
<tr>
<th></th>
<th>Engineering</th>
<th>Science</th>
<th>Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CV</strong></td>
<td>Free form, but suggestions for inclusion</td>
<td>Free form</td>
<td>Required format</td>
</tr>
<tr>
<td><strong>Scholarship</strong></td>
<td>3-5 papers</td>
<td>Exactly 5 papers</td>
<td>3-4 papers of your best work, but may send more if you wish</td>
</tr>
<tr>
<td><strong>Candidate’s statement</strong></td>
<td>Research, teaching, service in a max of 5 pages. No additional template.</td>
<td>Research, teaching, service in 3-5 pages. Template includes tables for annual performance reviews, papers counts, funding, student evaluations.</td>
<td>Research, teaching, service in 3 pages: 2 + ½ + ½. No additional template.</td>
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</tbody>
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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
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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