MEETING INSTRUCTIONS

Please keep microphones and cameras off until called upon.

Ask your questions in the chat at any time. If we don’t get to them today, we’ll follow up later.

This session will be recorded, aside from the Q&A.
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](http://uwaterloo.ca/fauw/help)

- Contacts
  - Katie Damphouse (staff) [mcdampho@uwaterloo.ca](mailto:mcdampho@uwaterloo.ca)
  - Roydon Fraser (faculty) [rafraser@uwaterloo.ca](mailto:rafraser@uwaterloo.ca)
  - Vershawn (Vay) Young (chair) [vershawn.young@uwaterloo.ca](mailto:vershawn.young@uwaterloo.ca)
INTRODUCTION

WHO YOU ARE

- Poll: When are you planning on going up for promotion?
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
  - Blog post: The Full Promotion of Teaching
THE PROMOTION PROCESS
THE PROMOTION PROCESS

THE PROMOTION TIMELINE

▸ Approximate
▸ The same as tenure
THE PROMOTION PROCESS

WHEN TO APPLY

▸ Time since tenure: minimum 5 years
▸ 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
  ▸ Peak of your game
  ▸ Committees 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
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)
PRESIDENT’S DECISION

- President considers the recommendation from FTPC and advice of UTPC.
- The final decision is the president’s.

- 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 it in your calendar: talk to your chair
▸ Plan your sabbatical(s)

▸ (See more items on the full checklist)
EXPECTATIONS & ASSESSMENT
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

- 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
EXTERNAL REFEREE 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)
MORE ON 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
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
YOUR PROMOTION PACKAGE

THE PROMOTION BRIEF

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

▸ Candidate (per Policy 77):
  ▪ Curriculum vitae
  ▪ Copies of relevant scholarly work
  ▪ Candidate's statement
  ▪ 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
  ▸ 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 promotion 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 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 it 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
4. OTHER INFORMATION

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

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

- Teaching
  - Course perceptions summary
  - Teaching dossier
  - Peer teaching evaluations
    - Your chair may arrange these; if not, ask to have one. CTE can help.
  - 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
FINDING SUPPORT

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
YOUR PROMOTION CHECKLIST

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?