

# Promotion, Tenure and Continuing Status Information Session

Presented by Western University and the  
University of Western Ontario Faculty Association

# Clause References

parentheses, e.g., [6.5 d]

If referencing

article: indicated in

Where do I find the best information  
about

# Who can I go to for help in preparing my file?

Dean, Chair, Director, colleagues, mentors, Faculty Association, Faculty Relations

Most Faculties have an experienced staff member responsible for providing assistance



## Sufficiently strong record of performance in:

Teaching [3; 3.1; 3.2.1; 2]

Research / Scholarship Activities [3; 3.1; 3.2.2/3.1; 3.2.3  
3-5] – based on established  
record of performance, not potential

Service [3; 3.1; 3.2.4 6]

according to the national and international standards of [3; 3.1; 3.2

# What is the Significance Attributed to each Area?

Criteria and relevant

# What is the Significance Attributed to each Area?

Performance in both Teaching and Research / Scholarship activities must be sufficiently strong to warrant granting Tenure and/or Promotion

There must be a satisfactory record of Service, but a meritorious performance will not compensate for an insufficiently strong record elsewhere [4.1; 5.1]





# What are the Criteria used to decide Promotion to Full Professor?

## High Achievement:

Sustain the record of performance in Teaching and Research / Scholarship activities required to warrant promotion to Associate Professor

Establish a record of performance in at least one of these criteria that significantly surpasses that standard [4.3; 5.3]

A significant record of performance in Service [4.3.1; 5.3.1]

# Questions?



# Annual Probationary Review Meetings

Must happen before April 30 each year.

Who attends: [6.1.1]

The Member

Dean or designate

Department Chair / Director (if applicable)

Academic colleague (at the Member's request)

This is your opportunity to ask questions

# Annual Probationary Review Meetings

What happens next:

The Dean (or designate) provides a written report of the interview to the Member within 2 weeks, commenting on progress and offering advice, as necessary [6.1.2]

The Member may respond in writing to anything in the report [6.1.4]

The report (and response, if applicable) goes into the Member's P, T & CS file [6.1.2; 6.1.4]

# Questions?

# When will I be considered for Promotion, Tenure or Continuing Appointment?

Probationary Assistant Professor - normally considered in 6th year [17.4]

Probationary Assistant Professor Teaching Scholar - normally considered in 6th year [17.4]

Probationary Associate Professor - normally considered in 3rd year [17.2; 4.1]

Limited-Term Assistant may apply in or after 5th year for Promotion [17.4.2]





# Are there options to delay review?

An automatic one-year extension is provided if an approved leave of at least 24 weeks has been taken (e.g. Pregnancy/Parental, medical) [17.7]

Some probationary faculty members requested and received an extension to their probationary appointment due to extenuating circumstances related to COVID-19.

In these cases, the Member may elect to go forward in what would have been their final year [17.7.1]

# Are there options to delay review?

Where the Member has experienced extenuating circumstances which require accommodation under the [Employment Act](#), the Member may request the Employer consider granting an extension.

This must happen as early as possible and evidence of need for accommodation must be provided. [17.7.2]

# When will I be considered for Promotion to Full Professor?

The Dean, in consultation with the department Chair, invites the Member to go forward [17.5]

Member may request to go forward [17.6; 17.6.1]

Three years must have elapsed since promotion to Associate [17.6]

# What is the timeline?

By the end of March the Dean reviews files

Early summer: research dossier goes out for review

Late summer / early fall: teaching dossier submitted,

Member reviews and signs off on the file (at least one week before the Committee meets) [7.4]

# What is the timeline?

Committee reviews files for tenure / continuing status before promotion-only files [15.4]

By November 1: Committee chair forwards recommendations to Provost re promotion and tenure / continuing status [19]

By November 15: Committee chair forwards recommendations to Provost re promotion only

Provost reviews files for tenure/continuing status in the order they are received and before promotion-only files

# Questions?

# What does a P,T & CS dossier contain?

Material maintained by the Dean: [7.3]

- Copy of the cv submitted with your annual report

- Letter of Appointment and any subsequent revisions

- Reports from annual meetings (for probationary faculty)

- Any documentation regarding changes to workload





# FAQs re dossier contents: Teaching Dossier

The Teaching Dossier must contain: [3.2.1]

Any material deemed by the candidate to be relevant to the work of teaching

The Chair or Dean shall solicit the written opinions of current and former students and members of faculty

Other evidence of effectiveness, e.g., peer evaluation

Evidence from SQCTs:

- must include class size; response rates, and the distribution of ratings

-

# FAQs re dossier contents: Teaching Dossier

Teaching Dossier Policy indicates maximum page limit of 35, including maximum 20 pages of appendices

The [Center for Teaching and Learning](#) provides helpful guidelines and offers mentoring sessions.

consider condensing SQCT information into one-page charts or graphs, where possible

your teaching philosophy statement is an important (but not required) item

# FAQs re dossier contents: Research / Scholarship Activities record

Research / Scholarship Activities statement – helpful in contextualizing your trajectory

Research record: anything you deem relevant

May include non-peer-reviewed and unpublished, but such material shall be weighted accordingly [3.2.2]



# FAQs re dossier contents: External Referees

Letters from at least 3 arms-length external referees – can be more [7.4 e]

You provide the list of names, with qualifications and any previous contact with them

You may divide the list into up to 3 disciplinary areas

The Dean can add names, but you can object

Referees must be at the rank that you will be promoted to

# What does “arm’s length” mean?

Someone who can assess your work but ensure there is no apprehension of bias. Avoid, for example:

member of

# FAQs re dossier contents



# FAQs re dossier contents

# Questions?





# Who will be on my committee: Joint Appointments

Dean of Home Unit (or designate) chairs the committee [10]

Dean of non-Home Unit or designate (voice but no vote)

2 Unit

# Conflict of Interest

An actual or apparent conflict of interest " that is of sufficient seriousness to compromise the integrity of a decision-making process" may arise between a P,T & CS Committee member and a candidate

Committee member must disclose to Dean and Dean shall adjudicate [ 3]

Another person with knowledge may disclose to Dean before decision is made and Dean shall adjudicate [ 3]

# What does the P,T & CS Committee evaluate?

The Committee:

reviews the entire File which you have signed off  
evaluates whether or not you have established a sufficiently  
strong record of performance [18]  
ensures a uniformly high standard across the

# Who else evaluates my work?

The Dean (or designate) who chairs the P,T & CS Committee will make a separate recommendation [19]

The Provost will review the File, consider the recommendations from the Committee and Dean, and make a final decision.



# Questions?

# What happens if the P,T &CS Committee or Dean has questions or concerns?

The Committee or Dean may ask you to supply additional

# What if the Committee is considering a negative recommendation?

The Committee will:

- provide a written statement of concerns which will be added to the File [18.1.1]

- invite you to a consultation meeting to discuss those concerns [18.1.1]

The meeting must occur within two weeks of the request, subject to an extension for extraordinary circumstances

You may request an Academic Colleague or a UWOFA Representative attend with you [18.1.3]

You may provide additional information, which will be added to the File [18.1.4]

If, after hearing the Committee's concerns, I feel my tenure review will be unsuccessful, what can I do?

You may withdraw your File from consideration by the Committee at any time prior to the Committee's formulation of its recommendation [18.2 – 18.2.2]

# What should I expect if the Provost has concerns?

The Provost may consult the Vice-Provost (APPF) or Vice-President (Research) [20.1] and/or the Dean [20.2]

The Provost may

# What if the Provost is considering denial?

The File will be returned to Committee [20.3]

A copy of the concerns will be provided to you

You will have two weeks to provide any additional information to the Committee [20.3]

The Committee chair will forward their response and the response of the Committee to the Provost

# What happens if the Member withdraws their file?

Probationary Member who went for review early:

File continues and the Member can go forward again in the last year of their contract

Probationary Member in the last year of their contract:

Employment will cease at the end of the Probationary appointment [18.2.2]

Tenured/Continuing Associate:

May request re-consideration no earlier than 3 years after this request [18.2.1]

# What happens if the Provost denies tenure?

Probationary Member who went for review early:

File continues and the Member can go forward again in the last year of their contract [21.1]

Probationary Member in the last year of their contract:

If a grievance



# Who do I contact if I have questions?

## Office of Faculty Relations:

Robert Monti, Director, Office of Faculty Relations

[rmonti@uwo.ca](mailto:rmonti@uwo.ca)

Connie Zrini, Associate Director, Office of Faculty Relations

[czrini@uwo.ca](mailto:czrini@uwo.ca)

Diane Servos, Faculty Relations Consultant

[dservos2@uwo.ca](mailto:dservos2@uwo.ca)

# Who do I contact if I have questions?

UWOFA:

Member Services Officers:

[uwofamso@uwo.ca](mailto:uwofamso@uwo.ca)

Chair, Grievance Committee:

Steven Laviolette

# Questions?

# Your Promotion, Tenure and Continuing Status dossier

# Contents at submission:

Table of Contents [signed by Member and Dean, or designate]  
Dean's Transmittal Letter to Provost  
Dean's Recommendation with Reasons [if Joint, non-home dean may write separate letter]  
Committee Recommendation with Reasons [including any notes under Clause 16.2.1]  
Updated Curriculum Vitae  
Research Statement [optional]  
Teaching Dossier  
Letters received from Public Solicitation on Member's performance [separated into student/peer]  
Letters from External Referees  
Signed List of Potential External Referees including any objection[s] from candidate  
Template of letter sent to External Referees, package contents list, Candidate's statement  
Letter[s] of Appointment  
Any arrangements under Collective Agreement [e.g., AWL, RWL, Leaves]  
Dean's Written Report from April meetings plus Member's Response to Report, if applicable  
Copy of Curriculum Vitae provided with Annual Report unless updated by March 1



